\*\*Galactic Gains Gym (GGG) Website Rollout\*\*

\*\*Project Charter\*\*

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\*\*Project Title:\*\* Galactic Gains Gym (GGG) Website Rollout

\*\*Project Manager:\*\* Jamie M. Edwards

\*\*Primary Stakeholder:\*\* Steve Rogers (Facility Director)

\*\*Project Start Date:\*\* May 2025

\*\*Target Launch Date:\*\* August 2025

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### 1. Project Purpose and Justification

Galactic Gains Gym (GGG) aims to provide a fully integrated, user-friendly website that reflects its diverse services, promotes community engagement, and simplifies operations for staff and members. This site will showcase GGG's departments, support class scheduling, event signups, online orders, and highlight facility features and promotions.

### 2. Project Objectives

- Launch a responsive, accessible website by August 2025

- Highlight facility services across all departments

- Enable online registration, scheduling, and order systems

- Promote engagement through featured members/staff and event media

- Reduce front desk load by automating routine functions

### 3. High-Level Requirements

- ADA-compliant site architecture and navigation

- Dynamic pages for each department and service

- Integrated sign-up and scheduling system

- Online Pro Shop and Snack Bar order forms

- Admin dashboard for staff to update content

### 4. High-Level Risks

- Scope creep from added features (e.g., QR code check-in system)

- Delays from cross-departmental approvals

- Technical limitations from existing infrastructure

- User adoption lag due to change resistance

### 5. Milestones

- \*\*May 2025\*\*: Charter finalized, stakeholder alignment

- \*\*June 2025\*\*: Department input gathered, WBS & RACI completed

- \*\*July 2025\*\*: Development begins, mid-phase stakeholder review

- \*\*August 2025\*\*: Website launch and internal training

### 6. Budget Summary (Placeholder)

This is a simulated project. Budgetary figures are not required for portfolio purposes.

### 7. Approval & Authority

Jamie M. Edwards has full authority from the primary stakeholder (Steve Rogers) to coordinate cross-departmental efforts, manage documentation, and lead the planning process. All major scope or timeline changes must be reviewed by the stakeholder team.

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\*Last updated: June 2025\*