

My sample project charter for github

Project Title: Networking Event for Local Entrepreneurs

Project Duration: 2 Weeks

Project Summary

This project involves planning and executing a networking event aimed at connecting local entrepreneurs, fostering collaboration, and sharing resources. The event will provide a platform for entrepreneurs to meet, exchange ideas, and establish valuable connections that can lead to potential partnerships and business growth.

Scope

- **In Scope:**
 - Venue selection and booking
 - Coordination of speakers and panelists
 - Marketing and promotion of the event
 - Registration process for attendees
 - Catering and refreshments
 - Event day logistics (setup, registration, audio-visual needs)
- **Out of Scope:**
 - Post-event follow-ups with attendees
 - Long-term partnerships formed as a result of the event
 - Events outside of the specified duration

Goals

1. **Networking Opportunities:** Facilitate connections among at least 50 local entrepreneurs.
2. **Speaker Engagement:** Secure at least three industry experts to speak at the event.
3. **Feedback Collection:** Achieve a minimum satisfaction rating of 80% from attendees through post-event surveys.
4. **Media Coverage:** Obtain coverage from at least two local news outlets or blogs.

Benefits

- **Enhanced Collaboration:** Foster a community of local entrepreneurs that can support each other.

- **Resource Sharing:** Provide a platform for sharing best practices and resources.
- **Increased Visibility:** Help local entrepreneurs gain visibility for their businesses.
- **Skill Development:** Offer attendees insights from industry experts, enhancing their business acumen.

Risk Management

Risk Identification

- **Venue Issues:** Potential double-booking or inadequate facilities.
- **Low Attendance:** Insufficient interest leading to fewer attendees than expected.
- **Speaker Cancellations:** Key speakers may cancel due to unforeseen circumstances.
- **Technical Difficulties:** Issues with audio-visual equipment on the event day.

Risk Analysis

- **Impact:** Assess the potential impact of each identified risk on the event's success.
- **Likelihood:** Evaluate the likelihood of each risk occurring.

Risk Mitigation Strategies

1. **Venue Issues:**
 - Confirm booking with multiple contact points.
 - Have a backup venue identified.
2. **Low Attendance:**
 - Implement a robust marketing plan utilizing social media, email newsletters, and local business networks.
 - Offer early-bird registration incentives.
3. **Speaker Cancellations:**
 - Confirm speaker availability well in advance and have a list of backup speakers.
 - Prepare recorded sessions as alternatives.
4. **Technical Difficulties:**
 - Conduct a tech rehearsal prior to the event.
 - Have a technical support team on-site during the event.

Project Timeline

Task	Duration	Responsible Party
------	----------	-------------------

Task	Duration	Responsible Party
Initial Planning Meeting	Day 1	Project Manager
Venue Booking	Days 1-2	Event Coordinator
Speaker Confirmation	Days 1-4	Outreach Coordinator
Marketing Campaign Launch	Days 3-10	Marketing Team
Registration Setup	Days 5-10	IT Support
Final Logistics Meeting	Day 11	All Team Members
Event Day Coordination	Day 14	Project Manager
Post-Event Survey Distribution	Day 15	Feedback Coordinator

Deliverables

- **Event Plan:** A comprehensive document detailing all aspects of the event.
- **Marketing Materials:** Flyers, social media posts, and email templates.
- **Registration System:** An online platform for attendees to register.
- **Event Agenda:** A detailed schedule of the event, including times for speakers and networking sessions.
- **Post-Event Report:** A summary of attendance, feedback, and key outcomes.

Appendix

1. Budget Breakdown:

- Venue rental costs
- Catering expenses
- Marketing and promotional expenses
- Speaker fees

2. Stakeholder List:

- Local business associations
- Community leaders
- Potential sponsors

3. Marketing Plan:

- Social media strategy

- Email marketing schedule
- Local advertising plans

4. Feedback Survey Template:

- Questions to assess attendee satisfaction and gather suggestions for improvement.

Please take note that this is not the full project but only a sample piece of the project. The project has more depth and cannot be shared for company privacy reasons.