## **Project Management Charter: Housing Cooperative Initiative**

**1. Project Overview**

* **Project Title:** Implementing project management practices in Apollo Cooperative
* **Project Sponsor(s):** Members of Apollo as of June, 2024
* **Project Manager:** Mark Endicott
* **Project Start Date:** 6/23/24
* **Project End Date:** TBD

**2. Project Description**

This project aims to establish a formal project management framework within Apollo to improve the planning, execution, and monitoring of various initiatives undertaken by the cooperative. Effective project management will enhance communication, collaboration, resource allocation, and overall efficiency in addressing the needs of the cooperative members.

**3. Project Objectives**

* Develop and implement a standardized project management methodology for the cooperative.
* Eventually train officers and relevant volunteers on basic project management principles and tools.
* Establish clear roles and responsibilities for project stakeholders (officers, house members, and volunteers).
* Produce a central repository for project documentation and communication (google drive).
* Implement a system for project tracking and monitoring to ensure timely completion and budget adherence.
* Improve communication and collaboration among various parties involved in projects.

**4. Project Deliverables**

* A documented project management methodology or manual.
* A project management system or template for planning and tracking projects.
* Defined roles and responsibilities for project stakeholders.
* Improved communication channels and protocols for project execution.
* Detailed weekly reports on position progress.

**5. Project Success Criteria**

* Increased use of the project management methodology for new initiatives within the cooperative.
* Improved completion of projects using the new framework.
* Positive feedback from members and volunteers regarding communication and collaboration during projects.
* Improved adherence to project timelines and budgets.
* Increased efficiency in resource allocation for project execution.

**6. Project Stakeholders**

* Project Manager
* House Officers
* Volunteers/Contributors
* Cooperative Members

**7. Risks and Assumptions**

* **Risks:**
  + Difficulty in allocating time and resources for training and implementation.
  + Resistance to change from established practices.
  + Finding the right project management tools and adapting them to the cooperative's needs.
  + Financial cost of paying the project manager ($10+ an hour or $400 a month).
* **Assumptions:**
  + There is a general willingness among stakeholders to improve project management practices.
  + The cooperative has access to basic resources (e.g., computers, internet) for project management tools.
  + Volunteers are available to assist with project implementation and training.
  + House has reliable funds and savings.

**8. Next Steps**

* Conduct a needs assessment for the project management methodology and tools.
* Map out and prioritize house tasks.
* Develop a detailed project plan with timeline, milestones, and resource allocation.

This charter provides a broad overview of the project to initiate a project management structure within the housing cooperative. As the project progresses, the details can be further refined and adapted based on stakeholder input and specific needs.