**PROJECT CHARTER**

**Project title:** Spring Fest

**Project Sponsors:** James Thomas, Gagan Pasricha, Harsh Parmar

**Date prepared:** 02/24/2022

**Project Managers:** Aashutosh Sehgal, Devashish Patel, Heta Desai, Rohit Rohit, Rakesh Singh

**Project Customer:** Public

**Project Purpose or Justification:**

Since the rise of COVID-19 no big events or concerts took place and thus the event is being organized to promote all the businesses and hit the ground running. This will not only help our partners, but also our clients and serve as entertainment of public.

**Project Description:**

The project is for organizing an event this spring for public, where there will be food, drinks, DJ and much more.

**High-level Requirements:**

DJ, Venue, Food Partners, Drinks Partners, Decoration and Security

**High-level Risks:**

Bad Weather Conditions, Equipment does not arrive on time, Expensive DJ and other accessories, COVID-19 cases, Security issues.

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| **Project Objective** | **Success Criteria** | **Person Approving** |

**Scope:**

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| --- | --- | --- |
| Event organised with all requirements. | Completion of event without issues. | Project Sponsors |

**Time:**

|  |  |  |
| --- | --- | --- |
| Completing project in 1.5 months. | Completion of event within time frame. | Project Sponsors |

**Cost:**

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| --- | --- | --- |
| Completing Project with 170,000$ | Completion of event within budget. | Project Sponsors |

**Other:**

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| --- | --- | --- |
| Food, Drinks, Venue of utmost standard. | Making it possible with available time and budget. | Project Managers |

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| **Summary Milestones** | **Due Date** |
| Licensing and Venue | 03/08/2022 |
| Paid Partner Agreements | 03/09/2022 |
| Marketing | 03/14/2022 |
| Registration | 03/24/2022 |
| DJ | 03/27/2022 |
| Food and Drinks | 03/31/2022 |
| Security | 04/03/2022 |
| Venue setup and COVID measures | 04/08/2022 |
| **EVENT** | **04/10/2022** |

**Estimated Budget:**

**170,000$**

|  |  |
| --- | --- |
| **Stakeholders** | **Role** |
| Project Sponsor Harsh Parmar, Event Sponsors Gagan Pasricha & James Thomas | Provide funds and approve major requests related to scope, time, or budgets. |
| PM Aashutosh Sehgal | DJ, Food and Drinks |
| PM Devashish Patel | Final Auditing and Verification |
| PM Heta Desai | Licensing and Venue |
| PM Rohit | Marketing |
| PM Rakesh Singh | Registration and Sponsorship |

**Project Manager Authority Level:**

**Staffing Decision:**

Project Managers have the authority of making final staffing decisions, but the on-ground staffing is going to be managed by our organizing team secretary Rocky Yograj.

**Budget Management and Variance:**

All Project Managers will have to take approval from the higher authorities for any budget related changes.

**Technical Decisions:**

Project Managers have the authority of making final decisions after careful consideration and review of technical details.

**Conflict Resolution:**

The HR Manager of Party Animal Co. will resolve conflicts if they happen to go over the project managers authority.

**Approvals:**

*Aashutosh Sehgal*  *Harsh Parmar*

Project Manager Signature Sponsor or Originator Signature

Aashutosh Sehgal Harsh Parmar

Project Manager Name Sponsor or Originator Name

Date: 02/25/2022 Date: 02/26/2022