# Project Charter

| **1.0 Project Identification** | |
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| **Name** | *Excelerate HackQuest* |
| **Sponsor** | Excelerate |
| **Project Manager** | Navya Sree Yellina |
| **Project Team Members** | Anunshree Kudatarkar, Nikhil babu Gorla, Joy Atulobi, Promise Adebayo, Prudhvi Sai Ram Gadipe, Raj Rakshit, Sai Kumar Chebolu, Shedrach eneye, Sucharitha juluri, Swetha Imadabathini. |
| **Date** | 11/12/2023 |

| **2.0 Business Case** |
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| *This project aims to elevate the Excelerate virtual experience platform by introducing new features, functionalities, and improvements based on hackathon projects.Through the use of the platform, there is increased awareness and traffic of the Excelerate platform which generates income as well. The ability to develop young ones and students of global recognition will put the company and its stakeholders in the limelight attracting more sponsors. Excelerate will benefit from its training as a major stakeholder in the use of the innovative methods that will be developed.* |

| **3.0 Executive Summary** |
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| *The Global Hackathon Project is designed for high school students, undergraduates and Graduates. A Problem statement will be provided for the Students and a time frame of 28th-30th of July 2024 will suffice for them to create solutions as a group of teams, after which there will be a judgment based on the solutions provided by participants. Materials needed for the Hackathon such as Internet connection and Technical assistance will be provided. The project seeks to foster innovators and community engagement. There is the expectation of high-quality project submissions that align with Excelerate’s mission.* |

| 1. **Project Scope**   *(Refer to* [*In scope vs. out of scope*](https://www.tacticalprojectmanager.com/in-scope-vs-out-of-scope/)*)* |
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| 1. **In-Scope**  * *This hackathon covers projects related to enhancing our company’s technology advancement, operational efficiency or customer experience.*   *2.* ***Out of Scope***   * *For consideration in the Hackathon, it is on the peripheries of any initiatives that are outside of how the business runs as well as their intentions being different from than overall strategic goals of the enterprise. This category includes other supplies such as ones that exceed the specified time frame.* |

| **5.0 Milestone** | **Details** | **Due Date** |
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| **Complete Team and Project Charter** | **Recognising the primary goals and assigning tasks in accordance with the schedule will help to clarify roles and duties and maintain everyone's focus.** | **12/12/2023** |
| **Create Project Schedule** | ***Distribute work to team members and set deadlines for completed tasks. assists in the project timeline's presentation.*** | ***(Deadline by which milestone should be achieved)*** |
| **Create Risk Register & Estimate Project Cost** | **Assess the pros and cons, opportunities and risks of this project. Identify ways of controlling the potential risks which can enable the identification of problems, minimization or prevention to guarantee that the project succeeds. Expected project cost summary assists in preparing finances, allocating resources, and budget control throughout the life cycle of the project via reservation and careful management of adequate funds.** |  |
| **Record presentation video** | **A portfolio of projects and videos that highlight their skills will be provided to interns, which will improve their chances of landing a job.** |  |
| **Endorsement and analyse Remaining Budgeting** | **marketing across all social media channels. Examine the budget in light of the project's specifications.** |  |
| **Select panellists and keynote speaker(s)** | **Send out requests to previous program participants to gather interest in panelist and speaker roles.**  **Select panelists and speakers out of the group of people interested.** |  |
| **Gather presentations & Execute event** | **A common Google Drive folder will be created where the panellists, speakers as well as host’s presentation may be accessed during the event. 1. Plan a three- day long virtual event. Smoothen everything, ensure all the technical problems are solved. Ensure adequate participation of participants, in other words. · Get participant’s view during and upon conclusion of the event.** |  |

| **6.0 Project Risks** | | |
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| **Severity** | **Likelihood** | **Description** |
| *Impact to project - High* | *High* | Low performance: Performance risk appears whenever in a project there is no good implementation of how it was designed. Nevertheless, not all cases of poor performance have distinct underlying causes; however, you can still identify some project risks and take preventive actions. These risks entail time deficiency and ineffective communication within the work group. |
| *Medium* | *Medium* | Resource Restrictions: The $30,000 USD for the budget may limit how broad the scope will be for the project as well as the implementation. Planned relationships, resources, and activities might not be funded hence. To minimise this danger, make sure you concentrate on crucial parts of the projects and spend your cash cautiously. |
| *Low* | *Low* | Technical Difficulties: Technical issues concerning scalability, compatibility, and connectivity might arise when establishing and administering a suitable system that offers the audience an approachable alternative virtual platform for the event. In fact, these problems should be considered ahead of time not to hinder the orderly running of the ceremony. |
| *Medium* | *Medium* | Time management:Therefore, processing schedules and dealing with different people is itself a complex issue. In short, every step of the project can be delayed leading to delays within the total delivery. Useful project management techniques, coupled with a regular monitoring of the progress may help to avoid this. |
| *High* | *High* | Participant Engagement: It is usually very difficult maintaining a high level of involvement through such an occasion. Individuals’ active involvement and attendance may be affected by certain factors like non-interest, priority conflicts or technical problems. To manage risks from attrition, ensure your materials are interesting and make sure your participants remain engaged via a variety of methods. |

| **7.0 Critical Success Criteria** |
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| *Promotion of Hackathon events and quick reminders till the D-day*  *Adequate resources to put all plans in place before the D-day*  *Availability of stakeholders* |

| **8.0 Signoff** |
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| Project Sponsor: *(Sponsor company - in this case, GlobalShala)*  Date: 11/12/2023 |

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