

PROJECT CHARTER

for (*The Importance of Project Management in Our Daily Life Video Project*)

SE 391 – Project Management

Prepared for Omar Dawood

Prepared By
Sharif Salah

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EXECUTIVE SUMMARY

Our project is a 1 hour documantery video about the importance of Project management in our life, dealing with several companies and their project managers, and discussing the huge role of PM in our daily life

PROJECT PURPOSE

To help students and non IT people understand every aspect of PM

BUSINESS OBJECTIVES

The sponsor of this project will brand his company that it helped CCIT students to apply project management techniques to earn experience and upload the video in YouTube so he will earn a profit

PROJECT DETAILS

Project management students will deal with team of media production and several management companies

REQUIREMENTS

Experienced core team of video production and equipments

SCOPE STATEMENT

/*A scope statement is a narrative description of the project scope.*/*

DELIVERABLES

A High quality and informative video about project management that can be uploaded in youtube and several streaming platforms

ESTIMATED SCHEDULE

The whole project will start at the start of October and end at 31 of january , 3 months

Project Milestones and/or Phases	Estimated Completion Date
Start of Project	1 / 10 / 2021
Pre-Production	15/10/2021
Production	15/11/2021
Post production	15/12/2021
Closing	26/1/2021
End of Project	31/1/2021

ESTIMATED BUDGET

Provide high-level budget information.

Resource Description	Estimated Cost
Labor Crew of Video Production	25.000 L.E
Software	Free
Hardware	5000
Others : Transport and Rent of workspace	2000
Other staff	3000
TOTAL	35000

HUMAN RESOURCE REQUIREMENTS

List the people from within the organization that will be assigned to the project.

Name	Department/Title	Contact Information	Immediate Supervisor

PROCUREMENTS

List the known resources which must be procured.

Description	Source	Estimated Cost

RISKS

From a high-level perspective, identify project risks and provide some analysis.

COMPLETION CRITERIA

What must occur before the project is considered complete?

DEFINE PROJECT SUCCESS

What specific measurable objectives must the project achieve to be considered successful?

ASSUMPTIONS

List the project assumptions.

CONSTRAINTS

List the project constraints.

ALTERNATIVES

List the known alternatives to undertaking the project and state the pros and cons of each.

STAKEHOLDERS

List all known project stakeholders.

Name	Project Role	Organization	Contact Information

PROJECT MANAGER

Sharif Salah

Nadia Fahmy

Omnia Hassan

Mai Mohamed

Rewan Samir

PROJECT AUTHORIZATION

Date: _____

By initialing each page and signing below, I Omar Dawood , the Project Sponsor, approve the project described herein and authorize it to begin.

(Digital Media Service Comapny)

By: Omar Dawood
Signature of Project Sponsor

 O.D
Project Sponsor Printed Name