Create a Project Charter

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June 13, 2023

In this project, I will start by learning about the Project Charter, its definition, and how it can be useful when establishing a project. Next, I will design the layout of the Project Charter using Google Docs, incorporating various table elements to organize each section. I will then explore the importance of each category within the document to ensure I accurately portray the project information. Using a real-world example, I will fill out each section to fully develop the Project Charter. Finally, I will learn best practices, including tips and tricks, to present the Project Charter effectively to stakeholders.

Project Charter

Project Name	Project Sushi Train	Start Date	September 21st 2024		
Project Manager	Yengkong Sayaovong	Target End Date	December 31st 2024		
Problem Statement		**In-Scope**	**Out-of-Scope**		
In the last 12 months, 15% of our sushi dishes have not been consumed per day and subsequently disposed of. This has caused inventory expenses to increase by 20% year on year and negatively impacts our profits.		Current menu	New dishes in pipeline		
		Timeline			
		State Gate	Start	End	
Goal Statement		Start	Sep 21	-	
Minimize food wastage and optimize profits by simplifying the menu and reducing menu items from 60 dishes to 30 dishes by December 31st 2024.		Define	Sep 21	Sept 30	
		Measure	Oct 1	Oct 14	
		Analyze	Oct 15	Oct 31	
Benefits – Business		Improve	Nov 1	Nov 14	
• Less food being thrown out		Control	Nov 15	Dec 31	
• Higher profit margin		End	Dec 31		
		Key Metric			
Benefits – Customer		Metric	Baseline	Target	Unit
• Reduction in large amount of options		Dishes	60	30	Count
• Better customer experience		Inventory item types	40	25	Count
		Proft per month	5000	8000	US Dollars
Role		**Name**	**Status**	**Date**	
Executive Sponsor		Janes Jones	Approved	September 1	
Process Owner		Jake Jackson	Approved	September 1	
Project Manager		Jamie Johnson	Approved	September 1	