

PROJECT CHARTER

GENERAL INFORMATION

<i>Project Title:</i>	Helping STEM Students Excel, Inc. (HSSE, Inc) Professional Development Conference		
<i>Brief Project Description:</i>	This 4-day conference will focus on STEM education pathways, networking opportunities, and career options for STEM focused students from secondary and higher education institutions.		
<i>Prepared By:</i>	Group 2		
<i>Budget:</i>	\$216,000.00		
<i>Start Date:</i>	June 13, 2022	<i>End Date:</i>	December 1, 2022

PROJECT OBJECTIVES

The objective of the HSSE, Inc. Professional Development Conference is to bring exposure to various STEM careers and educational pathways by which STEM focused students can obtain STEM Degrees while simultaneously networking with both peers and professionals for future collaboration and potentially gainful employment. The conference will include 4 days of :

- 5 Professional Development Workshops given by local STEM companies;
- Educational seminars;
- General assembly keynote speakers;
- Engage with Professional STEM Associations;
- A career fair for attendees to connect with businesses in STEM fields; and
- Collaboration with other STEM focused students and various STEM student organizations.

PROJECT SUCCESS CRITERIA

1. 20 or more represented business entities will attend the career fair. That will allow participants to expand their knowledge of STEM careers and potentially obtain internships and/or employment.
2. The conference aims to attract 300 student attendees.

OVERALL PROJECT RISK

1. Low attendance could result in a low or negative ROI, and potential damage to the reputation of the organization with attendant professional organizations and businesses.
2. Failure to secure high quality business/professional organizations to attend the event could result in reputational damage to the organization, and risk attendance at future conferences.

3. Failure to conduct the conference on schedule (as described within the project plan and in promotional materials) could pose a financial and reputational risk to the organization.

PROJECT MILESTONE SCHEDULE

Milestone	Date
Roles Assigned to Team Members	June 13, 2022
Project Goals Set	June 23, 2022
Phase One Complete	August 5, 2022
Select Venue	September 1, 2022
Book Caterer	September 6, 2022
Phase Two Complete	September 7, 2022
Phase Three Complete	September 19, 2022
Phase Four Complete	October 12, 2022
Phase Five Complete	October 11, 2022
Conference Kick Off	October 12, 2022
Phase Six Complete	October 27, 2022
Project Close & Phase Seven Complete	December 1, 2022

KEY STAKEHOLDERS

Name	Position/Title	Project Role	Contact Information
Alexa Bridges	CEO	Executive Sponsor	abridges5167@hsse.org
Anuja Gadde	PMO Director	Project Manager	agadde@hsse.org
Frederic Darden	Senior Consultant	Team Member Lead	fdarden9951@hsse.org
Allen Osei	Marketing Director	Marketing Manager	aosei@hsse.org
Desireé Sifuentes	Business Analyst	Advisor	dsifuentes@hsse.org

PROJECT ROLES AND RESPONSIBILITIES

<p>Key Stakeholder: Works toward the deliverables of the project. Responsibilities include: understand the work to be completed; complete research, data gathering, analysis, and documentation as outlined in the project plan; inform the project manager of issues, scope changes, and risk and quality concerns; proactively communicate status; and manage expectations.</p>
<p>Sponsor: Provides overall direction on the project. Responsibilities include: approve the project charter and plan; secure resources for the project; confirm the project's goals and objectives; keep abreast of major project activities; make decisions on escalated issues; and assist in the resolution of roadblocks.</p>
<p>Project Manager: Leads in the planning and development of the project; manages the project to scope. Responsibilities include: develop the project plan; identify project deliverables; identify risks and develop risk management plan; direct the project resources (team members); scope control and change management; oversee quality assurance of the project management process; maintain all documentation including the project plan; report and forecast project status; resolve conflicts within the project or between cross- functional teams; ensure that the project's product meets the business objectives; and communicate project status to stakeholders.</p>
<p>Team Member: Works toward the deliverables of the project. Responsibilities include: understand the work to be completed; complete research, data gathering, and documentation as outlined in the project plan; inform the project manager of issues, scope changes, and risk and quality concerns; proactively communicate status; and manage expectations.</p>
<p>Advisors: Conduct market analyses and create new models that support business decisions by working closely with financial reporting and IT teams to establish initiatives and strategies to improve products/services and to optimize costs. Provide budgeting and forecasting; variance Analysis, and reporting.</p>

RESOURCES

Identify the initial funding, personnel, and other resources committed to this project by the project sponsor.

Resource	Constraints
Financial - Internal Budget/Corporate Sponsorship Solicitation	Networking limitations
Personnel - Project Management Team/volunteers/ IT Contractors	Time accessibility
Material and Software	Budget and supplier availability

SIGNATURES

The signatures of the people below document approval of the formal Project Charter. The project manager is empowered by this charter to proceed with the project as outlined in the charter.

PROJECT SPONSORS:		
Name	Signature	Date
Alexa Bridges	<i>Alexa Bridges</i>	6/18/2022
PROJECT MANAGER:		
Name	Signature	Date
Anuja Gadde	<i>Anuja Gadde</i>	6/18/2022
PROJECT TEAM MEMBER:		
Name	Signature	Date
Fred Darden	<i>Fred Darden</i>	6/18/22
ADVISOR:		
Name	Signature	Date
Desireé Sifuentes	<i>Desireé Sifuentes</i>	06/18/22
ADVISOR:		
Name	Signature	Date
Allen Osei	<i>Allen Osei</i>	6/18/22