

PROJECT CHARTER PLAN
TEAM S.O.C.K - ARKANSAS STEM COALITION WEBSITE

S.O.C.K

9/8/2020

PROJECT CHARTER

ARKANSAS STEM COALITION WEBSITE

This Charter formally authorizes S.O.C.K to develop and implement a new website for Suzanne Mitchell. A project plan will be developed and submitted to the Project Sponsor for approval. The project plan will include: scope statement; schedule; cost estimate; budget; and provisions for scope, resource, schedule, communications, quality, risk, procurement, and stakeholder management as well as project control. All resources will be assigned by the Project Sponsor.

The scope of this project includes site outline, working on current website with different color palettes and updates such as logo or whatever needs the client may need or want. Success will be determined by the Project Sponsor, once the designs and ideas for the website are approved and meet the objectives with no discrepancies.

The Project Manager, Kennedy Fields, is hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with all contractors and management, as required, to ensure successful and timely completion of the project. The Project Manager is responsible for developing the project plan, monitoring the schedule, cost, and scope of the project during implementation, and maintaining control over the project by measuring performance and taking corrective action.

The project plan will be submitted and approved in accordance with the milestone schedule below. The Project Sponsor must approve any schedule changes which may impact milestones. A detailed schedule will be included in the project plan.

The high level milestone schedule is:

September 3, 2020 - First meeting with client

September 10, 2020 - Discussion about themes, color schemes, photos from the Coalition and free photos, possible security issue within the current website, moving content in word press to the UALR team, thumbnails for a logo redesign, etc.

September 17, 2020- Discuss ideas picked out

September 24, 2020 - Show logos, show themes

October 8th, 2020 - Finish putting content on pages

Mid/ Late October (TBA) - Face to face meeting

October 18th - 24th - Final draft should be done to test and tweak as needed

November 3, 2020 – Final Presentation

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Date: 9/8/2020

Name: [Suzanne Mitchell. Ph.D., Executive Director, Arkansas STEM Coalition](#)

Signature: _____

