**Project Charter**

**Background Information**

The windows in the second room are leaking water when there is heavy rain or typhoon, which affected the resident personal safety to, lived inside. Therefore, changing new windows in the second room is a good idea.

**Scope**

New windows repaired.

**Objectives**

Protect resident safety by no leaking inside the room

**Governance**

Resident in the second room

Owner of the house

Renovation Company

Workers

**Schedule**

1st September start

7th September end

**Budget**

One time cost – 10k

**C.A.R.D**

*Constraints*: Only Mon-Fri from 9-5 are allowed to work

*Assumptions:* Renovation Company will provided all the materials needed which included in the cost paid

*Risks*: Safety of the workers

*Dependencies*: After the resident removed his own belonging from the room

**Project Schedule**

**Step1: Deliverable**

**Step 2: Activities**

**Step 3: Milestones**

**Step 4: Resources to Activities**

**Step 5: Duration**

**Step 6: Availability and Constraints**

**Step 7: Analyze Schedules**

**Communication Plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Audience** | **Information** | **Method** | **Frequency** | **Who’s Responsible** |
| **Kick Off Meeting** |  |  |  |  |  |
| **Project Status Report** |  |  |  |  |  |
| **Meeting Notes** |  |  |  |  |  |

**Quality Plan**

1. **Testing and Quality Management**

**How to Test**

**Quality Objective**

**Participants**

1. **Defect Management**

**System to Manage Defect**

**How to Define a BUG**

1. **Training Requirement**

**Training Needs**

**Participants**

**Plan for Go Live**

**System Rollout**

*All at Once*

*Phrased*

*Pilot*

**User Support**

*Helpers*

*Documents for referral*

*Meeting*

**System Support**

*Procedure Manual*

*Design Document*

*Troubleshoot Instruction*

*Contact Information*

**Project Kickoff**

**Suggested to Use a PowerPoint to do the Project Kickoff**

*Introduce Yourself*

*Complete Brief Introductions of the Project*

*Define the Project, its Purpose, its Goal and all the deliverable*

*Go Over Project Schedule*

*Discuss Defined Risks and Assumptions*

*Review the Communication Plan*

*Ask for Feedbacks*

**Status Meeting Agenda**

**Roll Call**

**Discuss New Risk and Issues**

**Detailed Review of the Project & Status of Activities**

**Define Critical Activities**

**Collaborative Q&A**

**Summary of Takeaways from the Meetings**

**Conclude**

**Send Meeting Notes & Takeaways with Assigned Owners**

**Change Management**

|  |  |  |
| --- | --- | --- |
|  |  | **Date Field** |
| **Reason of the Change** |  |  |
| **Priority of the Change** |  |  |
| **Project Impact** |  |  |
| **Approval or Not** |  |  |
| **Signature** |  |  |

**Project Completion**

*Project Summary*

*Project Objectives and Analysis*

*(Target Meet?)*

*Open Issues and Risks*

*Level of Customer Satisfaction*