|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECT CHARTER** | | | | | | | | | | |
| **Project title** | | Training Event | | | | | | **Project manager** | | Lam Thai Duy |
| **Project start day** | | 6/13/2020 | **Project end day** | | | | 6/16/2020 | **Project sponsor** | | Buffalo company |
| **Business Need** | | | | | | | | | | |
| ⁃ Provide communication skill in workplace to: 200 peoples  ⁃ Ensure the absent attendee amount: 0 people  ⁃ Handle enough activities during the event: 3 activities | | | | | | | | | | |
| **PROJECT SCOPE** | | | |  | | **Deliverable** | | | | |
| ⁃Provide communication skills with customers through activities  ⁃Train teamwork skills through team-building programs  ⁃Do not train those who are absent | | | |  | | All people attendee gain skill in communication aspect | | | | |
| **Risks and issues** | | | |  | | **assumption** | | | | |
| ⁃Bad weather  ⁃ Change schedule | | | |  | | Depends on the cooperation of the company and the project team as well as the staff involved | | | | |
| **Milestones Schedule** | | | | | | | | | | |
| **Milestone** | | | | | **The intended date** | | | | **Actual date** | |
| Start Project | | | | | 4/13/20 | | | | 4/13/20 | |
| Intiation | | | | | 4/13/20 | | | | 4/15/20 | |
| Planning | | | | | 6/13/2020 | | | | 6/13/2020 | |
| End event | | | | | 6/16/2020 | | | | 6/16/2020 | |
| Close project | | | | | 5/13/2020 | | | | 5/13/2020 | |
| **Project Team** | | | | | **Approval** | | | | | |
| **Project Manager** | Lam Thai Duy | | | |  | | | | | |
| **Team Members** | Nguyen Tien Do  Ho Quoc Trung Chinh  Tran Van Minh Vu | | | |