

PROJECT CHARTER PLAN

CLEAR GUARD PROJECT

BREATHE GMBH

AWESOME STREET 3

SUPERCITY, 123456

09.05.2020

Project charter

Clear Guard Project

This Charter formally authorizes the Clear Guard Project, a face mask, as a health and safety product to protect against virus and bacteria. A project plan will be developed and submitted to the head of company. The project plan will include scope statement, schedule, cost estimate, budget, quality, risk, stakeholder management and project control.

The scope of the Clear Guard project includes research, development, planning, execution and production of a self-cleaning transparent face mask. This product targets a need, where medical workers or people in everyday life can't properly communicate due to non-transparent face masks, which they need to protect themselves and others. This is important since a lot of communication and emotion can be read from the face and would be missed without this product. The project will include a R&D phase in which a new material that is both protective and transparent will be developed. Also, in this phase, a self-cleaning feature will be researched, developed, tested and applied to the final design. In each phase of the development phase, tests will be conducted to ensure compliance with health codes and regulations. Finally, in the production stage, infrastructure and machinery should be given to be able to produce the masks according to the requirements dictated by the new material and self-cleaning mechanism.

The Project Manager, Atheena Sojan, 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.

Following are the high-level milestones in this product. After the project plan is approved the work will be assigned and start as soon as possible. Any changes to the schedule must be presented to and approved by the head of company. The schedule is as follows:

SOW Release	01-06-2020
Research & Development Results	15-01-2021
Preliminary Design	01-02-2021
Detailed Design	15-02-2021
Prototype	15-03-2021
Training	01-04-2021
Production Build and Manufacturing Setup	15-05-2021
Project Closure	01-06-2021

The budget for the project is 30,000,000€. It is funded through the company and its sponsors.

Approved by the head of company:

<CEO Breath GmbH>

Date: _____