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**PROJECT CHARTER PLAN**  
**THE WATERSHED**

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**LITTLE ROCK, AR 72225**

**JULY 9, 2020**



**PROJECT CHARTER****THE WATERSHED  
PROJECT****<Formally authorize the project>**

This Charter formally authorizes Michael Stewart to develop and implement a new website and data management method for use at the non-profit organization, The Watershed. A project plan will be developed and submitted to the Project Sponsor Carla Wright, Fiscal Manager of The Watershed, for approval. The project plan will include: scope statement; schedule; cost estimate; budget; and communications.

**<Project Scope >**

The purpose of the Watershed Project is to improve data intake and management for the non-profit organization. The new website would allow The Watershed to display information pertaining to their organization to draw in new donors. They would be able to track statistics and data in a way that would allow the Watershed to use this information to obtain new grants and funding. This would allow the Watershed to help more people in the community. The project would usher in a uniformity amongst the company and staff. The staff would have identical emails. They would be able to look up clients with a simpler method in comparison to finding paperwork. By keeping data electronically, it will also cut cost on paper. The main objective is to implement technology to improve team communication, data management and recall. High level risks are minimum. Success will be determined by the Project Sponsor once the website is implemented and a full week's of data is collected with no discrepancies.

**< Identify the Project Manager and give him/her authority to apply organization resources to the project >**

The Project Manager, Michael Stewart, 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.

**<Provide the summary milestone schedule >**

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:

**August 20, 2020 – Project Plan Complete and Approved**

**September 20, 2020 – Website Design Completed**

**October 15, 2020 – Coding Completed**

**October 30, 2020 – Testing Completed**

**November 15, 2020 – Implemented and published online**

**December 1, 2020 – Project Completion**

**<Paragraph 5: Project Budget – state the budget for the project and identify funding sources >**

The Watershed is willing to contribute a monthly budget of \$100.00.

**SPONSOR ACCEPTANCE**

Approved by the Project Sponsor:

\_\_\_\_\_  
<Carla Wright>

< Fiscal Manager >

Date: \_\_\_\_\_