

PROJECT CHARTER

Project Title: Evergreen Cancer Foundation

Start Date: 1/19/22

Finish Date: 4/27/22

Budget: \$7,000

Project Manager:

Name: Mihir Shah

Responsibilities:

- Time management
- Monitor weekly Progress and set deadlines
- Coordinate team project activities
- Motivate team members
- Conflict resolution
- Cost estimating and Budget Development
- Ensure Stakeholder Satisfaction
- Schedule weekly team meetings
- Allocate resources

Authority:

- Approve Change request
- Define a budget for specific internal tasks
- Final Decision Making

Project Objectives: (Define SMART objectives)

- The objective is to maximize money through fundraising events and auctions from the people who are most likely to donate
- Successfully devise a project plan to present it to the panel on 27th April 2022
- Secure funds to start a non-profit organization to offer services for cancer treatment in New Jersey by 27th April 2022

Deliverables: Describe the main deliverables and final product/service/result

- Deliver all 13 documents as asked by Professor Leon Herszon
- Best Practices and guidelines of project management for the NGO
- Showcase a presentation to investors for securing the funding for NGO

Success Criteria: (How to measure if the project was successful)

- Receive the estimated funding by April 27, 2022 to fulfil the project plan successfully
- Ensure that the Project plan is successfully completed within the decided timeline and within the specified budget
- Being selected as the Best Project for the Non-Profit Organization

Risks: Describe the main risks already known at this stage

- Lack of Resources
- Language barrier
- Lack of funding
- Unable to reach the target people
- Not being selected as the Best Project for Non-Profit Organization

Sponsor's name and signature, date

John Smith 02/26/2022