







PROJECT CHARTER

Project Name:	Business/Location:	
Attendance Improvement Rate	Kappa Sigma Fraternity- 1810 Hope Street	
Team Leader:	Champion:	
Raghav Arora- raarora@calpoly.edu	Kappa Sigma President: Kevin Vartan- kmvartan@calpoly.edu	
Project Description/Mission:		
Improve brother attendance rate to 80% to meet Kappa Sigma attendance quota.		
Problem Statement:		
Overall attendance of brothers at chapter and other fraternity sponsored events does not meet the quota mentioned in the bylaws.		
Business Case:		
This project is important because poor attendance has been affecting several aspects of the fraternity ranging from revenue collection, funds raised, new member initiation and general decision making. The monetary value lost ranges from \$3000-\$5000 every quarter.		
Deliverables:	Goals/Metrics:	
New attendance check in system.	Attendance rate of a minimum of 80%	
New entry to bylaws	Creation of new attendance check in system	
Improved participation techniques	Cutting Operation Costs by 30%	
New regulation system	Increasing revenue by 60%	
Improved database		
Process & Owner:		
Attendance recording process. Owner is the Scribe of Kappa Sigma		
Project Scope Is:		
The scope is geographically limited to Cal Poly SLO, Kappa Sigma organization. It includes the attendance and participation process. It also includes budgeting and the J board committee. The scope also ranges into the philanthropy, fundraising and pledge education committees. The scope of the project lies under the Electoral Board.		
Project Scope Is Not:		
The scope is not, how efficiently attendance is recorded or monitored		
Key Customers:	Expectations:	
Kappa Sigma Nationals	80% Attendance Rate	
Kappa Sigma Members	Attendance Check in System	
Cal Poly IFC committee	Cutting Costs by 30%	
	Increasing due revenue by 60%	
Milestones:	Completion Dates:	
Project Start: 07/29/19		
Define Phase	8/8/19	
Measure Phase	9/12/19	
Analyze Phase	10/3/19	
Improve Phase	10/29/19	
Control Phase	11/18/19	
Project Completion: 12/15/19		
Expected Business Benefits	Quantify	Explanation
	1-Time	Annual
 Hard Cost	\$4,000	\$15,000
 Soft Cost		
 Revenue		
 Speed		
 Compliance		
 Intangible		
The process will have several business benefits as added participation through attendance means more man hours and more ideas to improve. This will increase revenue through dues and fundraising, cut losses, make activities more fun and increase the general name of Kappa Sigma.		
Team Members:		
Kevin Vartan, Samuel Wuellner, Donato Di Fernando, Ethan Sanchez, Benjamin Resnick		
Expected Resource Needs (Internal/External):		
Historical attendance data, Older Database, \$100 for new attendance recording system, \$500 for participation reinforcement, Logbook		
Risk Assessment:		
Availability of funds and materials needed		
Prepared By:	Date (Last Revision):	
Kevin Vartan	7/29/19	