

Project Charter

NovaLand Properties

Title : ***Organize a Woman's Day Celebration for VIP Clients***

Project Manager : Rafi Rais

Creation Date : October 14th 2024

Approval Date : October 17th 2024

1. Project Information

Project Name	<i>Organize a Woman's Day Celebration for VIP Clients</i>
Project Description	In celebration of National Women's Day 2024 on December 22nd, NovaLand Properties will organize an event aimed at strengthening client engagement and enhancing brand loyalty by honoring women's empowerment, appreciation, and inspiring achievements.

2. Project Deliverables

Deliverable 1 Venue selection and catering arrangements
Deliverable 2 Invitation management, guest speaker coordination, and gift bag preparation.
Deliverable 3 Event activity execution and post-event report.

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3. Project Risks

Risk 1

The unavailability of venue and budget overrun

Risk 2

Cancellation of guest speakers and low participants

Risk 3

Technical risks during the event

4. Project Budget

Total Budget:	\$ 15,363.00
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Breakdown:

Task/Resource 1 Venue (Luxury Ballroom Hotel)	\$ 3,200.00
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Task/Resource 2 Catering	\$ 1,030.00
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Task/Resource 3 Guest Speaker and MC	\$ 3,100.00
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Task/Resource 4 Photography & Videography	\$ 837.00
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Task/Resource 5 Technical & Miscellaneous	\$ 400.00
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5. Project Team Members

Role	Name	Email	Phone
Project Manager	Rafi Rais	rapi.arais@gmail.com	+62 88901345115
Team Member 1 Event Coordinator	Risa Nathalie	nathalie@gmail.com	+62 88901345114
Team Member 2 Marketing Officer	Aurelia Zoe	zoe.aurelia@gmail.com	+62 88901345113
Team Member 3 Finance Officer	Gista Ayu	gistayu@gmail.com	+62 88901345112
Team Member 4 Guest Coordinator	Jonathan Wijaya	jo.nathan@gmail.com	+62 88901345111

9. Project Stakeholders

Role	Expectations
Stakeholder 1	NovaLand Properties