# File Name: CAPM-Exam-Prep\_Project-Charter\_v1.0\_2025-08-13.docx

# Owner: Andrew John Holland

# Purpose: Formally authorize the CAPM-Exam-Prep project and grant authority to apply organizational resources to project activities.

# Version: v1.0

# Last Updated: 2025-08-13

# Change Log:

# 1. v1.0 – Initial release – 2025-08-13

Prepared By: Andrew John Holland

# Project Charter

## 1. Project Purpose and Justification

The CAPM-Exam-Prep project aims to create a comprehensive, modular, and audit-compliant exam preparation platform for the Certified Associate in Project Management (CAPM) certification. This project will provide high-quality, PMI-aligned study materials, practice exams, and analytics tools to help candidates identify knowledge gaps and achieve certification success.

## 2. Measurable Project Objectives

• Build a local HTML/CSS/JS exam platform supporting 500+ exam-level questions.  
• Implement modular question management to allow incremental updates.  
• Deliver randomized testing with scoring analysis by knowledge area.  
• Achieve completion and deployment within 60 days from project initiation.

## 3. High-Level Requirements

• All questions must align with the PMBOK Guide and CAPM Exam Content Outline.  
• Platform must function entirely offline on Synology DSM.  
• Scoring and analytics reports must highlight module-level performance.  
• Code must be modular and expandable for future certification updates.

## 4. High-Level Risks

• Delay in sourcing sufficient exam-level questions.  
• Technical challenges in randomization without compromising answer integrity.  
• Risk of scope creep if additional features are requested mid-project.

## 5. Summary Milestone Schedule

• Project Initiation – 2025-08-13  
• Question Library Expansion – 2025-08-25  
• Platform Core Development – 2025-09-05  
• Testing & QA – 2025-09-15  
• Final Deployment – 2025-09-30

## 6. Summary Budget

Estimated $0 direct cost (self-developed) with in-kind contribution of time and resources valued at approximately $4,500.

## 7. Project Approval Requirements

Approval of this Project Charter signifies agreement on the purpose, objectives, and scope, granting authority to proceed with planning and execution.

## 8. Key Stakeholders

• Project Owner: Andrew John Holland  
• Developer: Andrew John Holland  
• QA/Testing: Self-assigned or delegated resource

## 9. Approval Signatures

Project Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_  
Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_