
**Project Manager Professional Exam Prep
Project Charter**

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EXECUTIVE SUMMARY

Note well: The following template is provided for use with PMP Certification For Dummies. Text enclosed in boxes and displayed in blue italics (style=Template Note) is included to provide guidance and should be deleted before printing or publishing the document. A paragraph entered following this style will automatically be set to normal (style=Normal Text).

Write this section last! Provide a high-level summary of the project objectives, scope, assumptions, risks, costs, timeline, approach, and organization. References to external document can be included.

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PROJECT OVERVIEW

Describe the background and context for the project. Why have you undertaken this certification exam project? Articulate the business needs of the project.

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PROJECT OBJECTIVES

Objectives describe what this project intends to deliver. Objectives should be “SMART”: Specific, Measurable, Achievable, Realistic, and Time-Based. To be specific and concrete, objectives should be deliverable-based. The completion of an objective should be evident through the creation of one or more deliverables. If the statement is at a high level and does not imply the creation of a deliverable, it may be a goal instead. If the statement is too low-level and describes features and functions, then it may be a requirement statement instead.

Make this section personal. Explain what you want to get out of passing your exam.

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The Project Manager Professional Exam Prep project will meet the following objectives:

- Greater PM knowledge and skill
- Enhanced earning potential
- Objective #1
- Objective #2
- Objective #3

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PROJECT SCOPE

Clearly define the boundaries of your PMPEP project. Scope statements are used to define what is within the boundaries of the project and what is outside those boundaries. Examples of areas that could be examined are data, processes, applications or business areas. The following types of information can be helpful.

- *The types of deliverables that are in scope and out of scope. (On a real project they might include: Business Requirements, Business Process Reengineering Analysis, Product Feasibility Assessment)*
 - *The major life-cycle processes that are in scope and out of scope. (analysis, prototyping, design, testing, implementation)*
 - *The types of data that are in scope and out of scope. (accounting and financial, sales and marketing, employee profile and payroll data)*
 - *The data sources (or databases) that are in scope and out of scope. (Data warehouses, General Ledger, marketing)*
 - *The organizations that are in scope and out of scope. (Applications Development, Engineering, Manufacturing, vendors)*
 - *The major functionality that is in scope and out of scope. (Decision support, data entry, management reporting)*
- (Remove this comment section from final document.)*

IN SCOPE

The scope of this project includes the following items.

- Passing the Certification Exam
- PMP Certification For Dummies
- PMBOK Guidebook
-

OUT OF SCOPE

The scope of this project excludes the following items.

- Your company's Project Management methods
- Any other company's Project Management methods
-
-

DELIVERABLES PRODUCED

Describe the project's deliverables - what results you intend to produce.

Big Hint – It's all about passing the PMP Certification Exam

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The deliverables of this project includes the following items.

Deliverable 1: Pass the PMP Certification Exam

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Deliverable 2: Drastically improve your Project Management skills

Deliverable 3: Enter your description here

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ORGANIZATIONAL IMPACT

Specify people and groups impacted by, or who might assist with, your PMP Exam Prep project. Aim this at a high level but include all those who have a stake your outcome

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This project impacts the following organizations, people or functional areas.

Organization	How are they affected, or how are they participating?
Spouse	
Children	
Boss	
Coworkers	
Current project team	

ESTIMATED EFFORT, COST, AND DURATION

The estimated effort hours and project costs may be depicted in many ways, including costs by team member, cost by deliverable, cost by milestone, or cost by category (internal labor, external labor, travel, training, supplies, etc.). Also include a brief timeline (or a set of bullets) showing the project start date, major milestones and end date.

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ESTIMATED COSTS

The estimated project costs are used so that you can track your progress and your Earned Value. By actively tracking your study progress using Earned Value Analysis, you'll be able to master the material and handle all EVA exam questions. Even if you just use a cost of \$1 per hour, you should be able to track your EVA.

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ESTIMATED EFFORT HOURS

Plan for an average of 180 hours

ESTIMATED DURATION

Milestone	Date completed	Deliverable(s) completed
<i>Project initiation</i>	<i>Mm/dd/yy</i>	<ul style="list-style-type: none"><i>Project charter published</i>
<i>Project planning</i>	<i>Mm/dd/yy</i>	<ul style="list-style-type: none"><i>Project definition</i><i>Workplan</i>
<i>Milestone 1</i>	<i>Mm/dd/yy</i>	<ul style="list-style-type: none"><i>Deliverable 1</i><i>Deliverable 2</i>
<i>Milestone 2</i>	<i>Mm/dd/yy</i>	<ul style="list-style-type: none"><i>Deliverable 3</i>
		<ul style="list-style-type: none"><i></i>

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<i>Milestone 3</i>	<i>Mm/dd/yy</i>	<ul style="list-style-type: none">• <i>Deliverable 4</i>
<i>Milestone 4</i>	<i>Mm/dd/yy</i>	<ul style="list-style-type: none">• <i>Deliverable 5</i>
<i>Project closure</i>	<i>Mm/dd/yy</i>	<ul style="list-style-type: none">• <i>Project Acceptance</i>• <i>Pass the exam</i>• <i>Obtain PMP certificate</i>• <i>Celebrate your success</i>

PROJECT ASSUMPTIONS

Project Assumptions are circumstances and events that need to occur for the project to be successful, but are outside the total control of the project team – that's your direct control. They are listed as assumptions if there is a HIGH probability that they will in fact happen. The assumptions provide a historical perspective when evaluating project performance and determining justification for project related decisions and direction.

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In order to identify and estimate the required tasks and timing for the project, certain assumptions and premises need to be made. Based on the current knowledge today, the project assumptions are listed below. If an assumption is invalidated at a later date, then the activities and estimates in the project plan should be adjusted accordingly.

- Assumption #1
- Assumption #2
- Assumption #3

PROJECT RISKS

Project risks are circumstances or events that exist outside of the control of the project team, which will have an adverse impact on the project if they occur. (In other words, whereas an issue is a current problem that must be dealt with, a risk is a potential future problem that has not yet occurred.) All projects contain some risks. Risks may not be able to be eliminated entirely, but can be anticipated and managed, thereby reducing the probability that they will occur.

Risks that have a high probability of occurring and have a high negative impact should be listed below. Also consider those risks that have a medium probability of occurring. For each risk listed, identify activities to perform to eliminate or mitigate the risk.

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Project risks are characteristics, circumstances or features of the project environment that may have an adverse effect on the project or the quality of its deliverables. Known risks identified with this project have been included below. A plan will be put into place to minimize or eliminate the impact of each risk to the project.

Risk Area	Level (H/M/L)	Risk Plan
1. Project risk #1		Risk plan activity #1 Risk plan activity #2, etc.
2. Project risk #2		
3. Project risk #3		

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PROJECT APPROACH

How will project be structured? What important methods and techniques will be used?

Think about the project from the top down instead of from the bottom-up method.

Consider the dependencies of the project. What PM methods are required to plan and manage the project?

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PROJECT ORGANIZATION

Who are the major people and groups involved in the project? You can insert an organization chart here. Or, list the major team roles and the actual names of the staff.

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The proposed project organization structure is required for the success of the project.

Project Team Role	Staff
Project executive sponsor:	Pete Nathan
Project sponsor:	Gerald Jones
Project director:	
Steering committee members:	
Project manager:	<i>Your name goes here</i>
Customer project manager:	<i>Your spouse's name goes here</i>
Manager of the project manager:	<i>Your boss' name goes here</i>
Project advisors:	
Project team members:	

ORGANIZATION CHART

Start the project's organization chart. If you don't have an Org Chart, fill in the section above and omit this section

Do you have any study partners?

(Remove this comment section from final document.)

PROJECT APPROVALS

Important signatures for the approval of the project.

(Remove this comment section from final document.)

Pete Nathan _____
Executive Sponsor– **Pete Nathan** _____ Date _____

Gerald Jones _____
Project Sponsor– **Gerald Jones** _____ Date _____

Customer Manager–*insert the name* _____ Date _____

Project Director–*insert the name* _____ Date _____

Project Manager–*insert your name* _____ Date _____