**Project Charter – An Example**

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| **Project Goal**The project aims to raise money for school/charity selling cakes and biscuits.  |
| **Purpose – Why do you want to do this?**School wishes to purchase new computers for the school and needs donations from the school community.  |
| **Objectives – What do you want to achieve?**1. To organise and set up a stall a cupcake school
2. To raise $100 for the school
3. To involve 4 people to help make cakes and biscuits to sell
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| **High Level requirements – What must the project do or what quality must it have?*** Cake sale for children in school
* No nuts
* Publicized to children and families
 |
| **Deliverables – How do you know you’ve done well?*** Engage 4 people
* Range of cakes to sell
* Promotion materials distributed across the community and school
* 50 children and families attend the cake sale
* Raise money £100
 |
| **Resources - What do you need to do the project?*** Stall
* Cake
* Float
 |
| **Risks – What could go wrong?** * No-one knows about the stall
* No cakes to sell
* Rain/cold weather
 |
| **Activities - What do you need to do?*** Create posters to promote the sale
* Recruit 4 bakers
* Organise float
* Set date with school
* Organise where to place the stall
* Bake cakes
* Set prices
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| **Budget** |
| **Item** | **Cost** | **Total** |
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**Project Charter**

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| **Deliverables – How do you know you’ve done well?** |
| **Resources - What do you need to do the project?** |
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