**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 | | |
| **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 | | |
| **Budget** | | |
| **Item** | **Cost** | **Total** |
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