

ADVANCED PROJECT CHARTER FORM EXAMPLE

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GENERAL PROJECT INFORMATION

PROJECT NAME	PROJECT MANAGER	PROJECT SPONSOR	
Positive Charge EMV Station Installations	Jane Matthews	Jill DeGrassio	
EMAIL	PHONE	ORGANIZATIONAL UNIT(S)	
jane.matthews@positivecharge.com	000-000-0000	Field Engineering, Operations, and Project Management	
EXPECTED SAVINGS	ESTIMATED COSTS	EXPECTED START DATE	EXPECTED COMPLETION DATE
\$897,654	\$453,218	02/19/20XX	11/30/20XX

PROJECT OVERVIEW

PROBLEM OR ISSUE	Our goal for this project is to install 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada to accommodate malls' and service stations' EV-charging needs.
PURPOSE OF PROJECT	The implementation of the 1,125 EV charging stations will reduce fossil-fuel emissions and have a positive impact on the environment. This will help fulfill Positive Charge's mission of being the world's largest EV-charging provider and reduce the environmental impact of fossil-fuel cars through our services.
BUSINESS CASE	As EVs become more prevalent, more EV-charging stations are needed to accommodate EV drivers' charging needs. The implementation of the 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada to accommodate malls' and service stations' EV-charging "traffic" will reduce the lengths to which EV drivers would have to travel for their next charge. The implementation of the EV-charging stations will also result in a 24% profit for Positive Charge.
GOALS / METRICS	The project goal is to install 1,125 EV charging stations at 116 locations across the US, Mexico and Canada. The metrics used to measure success will primarily be the following key performance indicators (KPIs): Revenue Growth, Client Retention Rate, and Customer Satisfaction.
EXPECTED DELIVERABLES	Install 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada to accommodate malls' and service stations' EV-charging needs.

PROJECT SCOPE

WITHIN SCOPE	Operations engineers, project managers and field implementation engineers will work with third-party client site personnel to install 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada.
OUTSIDE OF SCOPE	Positive Charge is not responsible for third-party / client's locations preparatory work (e.g., permits for digging, city region electricity-availability logistics, etc.). However, Positive Charge project managers can provide clients with a checklist to ensure their locations are adequately prepared for the installation of our EV charging stations.

TENTATIVE SCHEDULE

KEY MILESTONE	START	FINISH
Form Project Team / Preliminary Review / Scope	12/05/20XX	01/11/20XX
Finalize Project Plan / Charter / Kick Off	12/06/20XX	02/01/20XX
Define Phase	12/07/20XX	02/02/20XX
Measurement Phase	12/08/20XX	02/10/20XX
Analysis Phase	12/09/20XX	02/26/20XX
Improvement Phase	01/10/20XX	03/10/20XX
Control Phase	02/08/20XX	03/08/20XX
Project Summary Report and Close Out	04/23/20XX	06/23/20XX

RESOURCES

PROJECT TEAM	Janine Remagio - Project Manager David Coen - Chief Engineer Rita Preze - CFO	Lisa Jones - QA Director Donald Smythe - Field Engineer
SUPPORT RESOURCES	Operations, Sales, Project Management, Engineering	
SPECIAL NEEDS	TBD	

COSTS

COST TYPE	VENDOR / LABOR NAMES	RATE	QTY	AMOUNT
Labor	Electro Charge Logistics, Inc.	\$78.00	200	\$15,600.00
Labor	Level 1 EVS	\$46.00	100	\$4,600.00
Labor	Level 2 EVS	\$58.00	50	\$2,900.00
Labor	EVC Fast Chargers	\$85,000.00	1	\$85,000.00
Labor	Battery Vendor	\$79,879.00	3	\$239,637.00
Supplies	Power Conversion System Vendor	\$68,686.00	1	\$68,686.00
Miscellaneous	Third-Party Software	\$68,768.00	0	\$ -
TOTAL COSTS				\$416,423.00

BENEFITS AND CUSTOMERS

PROCESS OWNER	Jane Matthews - Project Manager
KEY STAKEHOLDERS	Jill DeGrassio
FINAL CUSTOMER	116 clients across the US, Mexico, and Canada (see attached client list).
EXPECTED BENEFITS	The implementation of the 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada to accommodate malls' and service stations' EV-charging "traffic" will reduce the lengths to which EV drivers would have to travel for their next charge. The implementation of the EV-charging stations will also result in a 24% profit for Positive Charge.

TYPE OF BENEFIT	BASIS OF ESTIMATE	ESTIMATED BENEFIT AMOUNT
Specific Cost Savings	Estimator's projections	\$25,000.00
Enhanced Revenues	Finance's projections	\$92,500.00
Higher Productivity (Soft)	Project management's estimations	\$17,500.00
Improved Compliance	Operations' estimations	\$12,000.00
Better Decision Making	Project management's estimations	\$18,500.00
Less Maintenance	Project management's estimations	\$26,000.00
Other Costs Avoided	Finance's projections	\$46,250.00
TOTAL BENEFIT		\$237,750.00

RISKS, CONSTRAINTS, AND ASSUMPTIONS

RISKS	Though contract is signed, Operations still does not have approval for installation from cities of Denver and Yuma. Project management to work with both cities to ensure proper permitting, etc. in time for scheduled installations.
CONSTRAINTS	We have to "backfill" some key project management and field engineer positions to ensure we have people "on the ground" to manage EV stations' implementation.
ASSUMPTIONS	We assume that all permits for installation of EV-charging stations will be provided by clients by time of implementation.

PREPARED BY	TITLE	DATE
Jane Matthews	Senior Project Manager	04/22/20XX

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