

Planning Process Group Artifacts

5.1 Plan Scope Management

5.1.1 Project Charter (Input)

PMGT 690, ERAU, Prof. Sherman

By: Matthew Holtan

5.1.1 Project Charter (Input):

This project charter was taken from PMGT 501 homework; developing a project charter for a wedding. The project charter is an input for “Plan Scope Management” and provides a description of deliverables and acceptance criteria.

Background

The planning for this wedding is being undertaken to deliver a fantastic and memorable church wedding and reception for the marriage of Erik Larson and Cliffordina Gray on June 22, 2016. The wedding is to take place at a church yet to be determined in the San Diego, CA area. The budget available for the event is \$30,000.

Goals

- Deliver a memorable wedding experience for the wedding party and guests at or under the allocated budget.
- Determine the religious denomination and ensure all requirements are fulfilled prior to the wedding day.
- Complete catering selections by May 10, 2016.

Scope

The end result of this project is to deliver Once and a Lifetime’s Church Wedding Package that will fulfill the desires of Erik Larson’s and Cliffordina Gray’s wedding plans. Planning will begin with obtaining information such as number of guests, venue and entertainment provider selection, floral and catering arrangements, lighting, photography, and transportation needs.

Key Stakeholders

Client	Erik Larson and Cliffordina Gray
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Sponsor	Once in a Lifetime Inc
Project manager	Sarah Lasiuk
Project team members	Christopher Hollis, Matt Holtan, Tim Ingersoll, Jackie Jackson, Vladimir Jovic

Project Milestones

Begin planning of the wedding by April 15, 2016. Submit documents to church by April 29, 2016. Complete formal attire fitting by May 29, 2016. Submit deposit payments for all services by May 12, 2016.

Project Budget

Total available funds for the wedding is \$30,000.

Constraints, Assumptions, Risks and Dependencies

Constraints	Size requirements for the hall to be selected, limits to certain types of floral arrangements, selection of a gluten free cake.
Assumptions	Selection of a denomination for the church wedding already discussed and agreed upon by the wedding party and families to avoid last minute conflict
Risks and Dependencies	None identified at this time

Approval Signatures

_____ Erik Larson and Cliffordina Gray	_____ Once in a Lifetime Inc, Sponsor	_____ Sarah Lasiuk, Project Manager
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Reference List

Dow, W. and Taylor B (2015). *Project Management Communication Tools*. Dow Publishing LLC. Renton, WA

Project Management Institute. (2013). *A Guide to the Project Management Body of Knowledge* (PMBOK Guide, 5th ed) Newton Square, PA: PMI Inc.