



Business Objectives (Increase Revenue, Avoid Cost)
Primary: Employee: Loyalty and pride, sense of belonging which leads to retention and better recruitment to *avoid the cost* of re-hiring.
Secondary: Build good will and establish 3rd party relationships which can serve as a crisis shield should there be crises about business or brand to improve revenue.

Project Objectives

- 30-50% of all employees are involved
- Projects should have a minimum duration of 2 hours and a maximum duration of 5 hours (9AM-2PM)
- Include at least one on-site assembly project for employees who cannot leave the worksite

Quick N' Dirty Risk:

Size (1-10 big)	3
Structure (1-10 no reqmnts)	6
Technology (1-10 new)	3
Average	4

Constraints:	Can't move	Moves little	Negotiate
Time	Published day, can't be moved		
Cost		Not an unlimited budget	
Quality/Scope			Could do a smaller event

RISK FACTOR	LIKELIHOOD (L, M, H)	IMPACT (L, M, H)	PREVENT BY	REACT BY
There are not enough volunteers	M	H	Increased communication ahead of time	Ask volunteers to ask friends
Type of charity work is not realistic for our volunteers	M	H	Visit charity early to clarify scope of work	Negotiate scope of work

Communications Strategy

Stakeholder	Goal	Frequency	Medium	Comments
Project Sponsor	All is well	Weekly	Email	Status Report
Project Sponsor	All is well	Weekly	Visit	Pop In...
Construction	Schedule	Weekly	Email	Status Report

Governance Strategy

Type of Change (requirements, budget, scope, etc.)	Final Decision Makers	Consulted	Comments
Change in budget, schedule	Project Sponsor	Project Manager	
Change in requirements	Subject Matter Expert	Project Manager	Assumes no change in budget, schedule
Quality Issues	Project Manager	Functional Area	

Project Charter:

Business Objectives (Increase Revenue, Avoid Cost)
Primary
Secondary

Project Objectives

Quick N' Dirty Risk:
Size (1-10 big) _____
Structure (1-10 no reqmnts) _____
Technology (1-10 new) _____
Average _____

Constraints:	Can't move	Moves little	Negotiate
Time			
Cost			
Quality/Scope			

RISK FACTOR	LIKELIHOOD (L, M, H)	IMPACT (L, M, H)	PREVENT BY	REACT BY

Communications Strategy

Stakeholder	Goal	Frequency	Medium	Comment

Governance Strategy

Type of Change (requirements, budget, scope, etc.)	Final Decision Makers	Consulted	Comments