

Running head: PROJECT CHARTER

SCOPE MANAGEMENT PLAN

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EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

MASTERS OF SCIENCE PROJECT MANAGEMENT CAPSTONE

PMGT 690

JANUARY 2016

PROJECT CHARTER

Project Charter

Project Manager:
Jeremy Curbey

Quality Manager:
Reese Darlington

Lead:
Amanda Evans

Project Scope:

There is a need for qualified candidates in the following positions:

- Market Research Analyst
- Operations Research Analyst
- Accountant
- Financial Advisor
- Business Operations Manager
- Bookkeeping, Accounting and Audit Clerk
- Marketing Manager
- Financial Manager
- Meeting, Convention and Event Planner
- Compliance Officer

In Scope:

One-day job fair
Venue capacity 300 people
Companies involved
Five-partitioned areas
Informational post cards

Out Scope:

Lodging
Meals
Transportation

Project Goals:

1. The Project Management Team responsibility is to plan and deliver a one-day job fair for eighteen top companies
2. To identify venue with a capacity of 300 people
2. To solicit twenty companies for 8-hours to disseminate informational packets about their company
3. To provide on-site interviews with at least 100 potential candidates
4. To disseminate informational postcards of the event with a list of 18 companies, dates, time to Businesses/Universities/Colleges/High Schools/Churches within 50 mile radius

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Objectives/Deliverables:

1. Designate team members within ten days of sponsor approval
 - Team leader
 - Marketing & Sponsorship Coordinator
 - Logistics & Staffing Coordinator
 - Employer Coordinator
 - Signage & Graphic Designer
 - Office Administrator/Administrative Aid
2. Initial planning meeting within twenty day of approval
 - Team member responsibilities and activities
 - Job fair goals and objectives
 - Scope of job fair
 - Tentative dates
 - Potential venues
 - Potential sponsors
 - Risk management: logistics
 - Timeline
 - Budget
 - Theme
3. Individual team member planning within thirty days of approval
 - Scheduled meetings
 - Consolidate Timeline
4. Team coordination meetings twice a week: Tuesday and Thursday 6:00pm PST
 - Stakeholders engagement/expectations
 - Employers expectations
 - Qualified candidate expectations
 - Sponsor expectations
 - Exhibitors expectations
 - Vendors expectations
5. Cost analysis present at weekly status meeting
 - Cost analysis
6. Budget allocation: not to exceed \$25,000
7. Logistics coordination: airport shuttle, hotels, present at weekly status meeting
 - Venues
 - Permits
 - Insurance
8. Marketing coordination present at weekly status meeting
 - Target sponsors
 - Sponsorship agreement
9. Employer coordination present at weekly status meeting
 - Target employers
 - Employer participation agreement
10. Graphic design within thirty days of approval present at weekly status meeting
 - Design logo and theme art
11. Stakeholders meeting present monthly status meeting

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- Scheduled meetings
- 12. Job fair execution on schedule
- 13. Project close out
 - Identify lesson learned

Schedule:

Project start date: September 15, 2014
 Event Schedule Date: September 20, 2015
 Approval: Planning/Required Document/Venue: November 3, 2014

	Date
Designate Team Members	September 29, 2014 (Completion)
Stakeholders Meeting Present Weekly Status Meeting Job Fair Planning	September 15, 2014 (On-going)
Initial Planning Meeting	October 14, 2014 (Completion)
Individual Team Member Planning Meeting	October 14, 2014 (Completion)
Team Coordination Meetings Twice a Week: Master Schedule, Tuesday and Thursday 6:00pm PST	October 21, 2014 (On-going)
Cost Analysis	October 28, 2014
Budget Allocation: not to exceed \$25, 000	September 12, 2014
Logistics Coordination: Weekly Status Meeting	October 14, 2014 (On-going)
Marketing Coordination: Weekly Status Meeting	October 14, 2014 (On-going)
Vendor Coordination: Weekly Status Meeting	November 14, 2014 (On-going)
Graphic Design: Weekly Status Meeting	November 30, 2014 (Completion)
Project Event:	September 20, 2015
Project Close Out:	September 25, 2015

High Level Milestones:

Job Fair		
Start DATE	MILESTONE	COMPLETION
09/12/2014	Project Start	09/15/2014
09/15/2014	Required Doc	10/03/2014
10/14/2014	Venue Research	11/03/2014
10/14/2014	Deliverables Approval	11/03/2014

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10/14/2014	Plan Approval	11/03/2014
10/30/2014	Vendor Confirmation	11/14/2014
10/30/2014	Postcard Distribution	12/30/2014
1/10/2015	Second PC Distribution	3/30/2015
3/30/2015	Event Checklist	5/30/2015
5/30/2015	Final Event Checklist	7/30/2015
7/30/2015	Host Event	09/20/2015

(Microsoft Office Template, 2014)

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References

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- Render, B., Stair, R. M. Jr., & Hanna, M. E. (2012). *Quantitative analysis for management* (11th ed.). Upper Saddle River, NJ: Prentice Hall.