

PROJECT CHARTER

Project Title: Planning for Engineering Student Banquet

Project Sponsor: PSEC

Date Prepared: June 6, 2016

Project Manager: Mark Powers

Project Customer: PSEC

Project Purpose or Justification:

The purpose of the project is to create a project management plan for an event for engineers from the engineering societies to each sponsor 1 or 2 high school students at an Engineering Week banquet. The first event will be held in February 2017.

Project Description:

Representatives from the local engineering societies will be sought and will create a project management plan for the event, including everything from identification of stakeholders to estimating costs, creating a budget, developing a schedule, developing a project communications plan, identifying risks, creating a risk management plan, creating a quality management plan, creating a plan for carrying the event forward into future years, etc.

High-level Project and Product Requirements:

The event will be held in the Seattle area at a major venue. Tours will be held at major engineering projects in the Puget Sound area and at companies which employ a number of engineers. Sponsor companies will be sought to handle the tours, transportation, etc. The banquet event will include one or more keynote speakers. The team should consider merging the Engineering Awards Banquet with the high school event. Exhibits will be displayed at the evening banquet and will be provided by colleges, universities, employers, recruiters, book companies, etc. Participating students will be nominated by math and science teachers who will each have a limited number of nominations available.

Summary Budget:

Cost of the catering and facility should amount to \$50-75 per person, or less, for about 200-400 engineers and for 300-500 students. Tour budgets are the responsibility of the sponsoring organizations. If the event is combined with the Engineering Awards Banquet, participation should increase by about 100 additional engineers. Overall participation should be 500-1000 people, depending on the scope of the event. A low-cost event alternative at \$15-25 per person should also be considered.

PROJECT CHARTER

Initial Risks:

- 1) Inability to obtain planning team members and student sponsors.
- 2) Inability to find an adequate venue and catering service at the required cost.
- 3) Inability to find tour sponsors.
- 4) Inclement winter weather.
- 5) Socio-political events following the swearing-in of the new president (protests, etc.)
- 6) Traffic issues in Seattle.

PROJECT CHARTER

Summary Milestones	Due Date
Send announcement to engineering societies	6/20/2016
Representatives identified	7/11/2016
First project planning team meeting	7/22/2016
First draft of project management plan	8/15/2016
Review of project management plan draft with PSEC Council	September 2016
Final draft of project management plan reviewed with PSEC Council	October 2016

Approvals:

Project Manager Signature

Sponsor or Originator Signature

Project Manager Name

Sponsor or Originator Name

Date

Date