*Below is a scenario at the East Meadowbrook Library. The team has decided to establish a the Maker Faire at the Library (Proposal 1).*

*The task for this exercise is to develop a Project Charter that establishes the requirements, constraints, assumptions, and responsibilities of all those involved in the project. The scenario below contains all the information you need to develop this Charter.*

**Scenario:**  
  
After careful deliberation, The East Meadowbrook team has decided organize a Maker Faire at the library.

The team comprises of the following people:

|  |  |
| --- | --- |
| Name | Role |
| Linda Thompson | Director, East Meadowbrook Public Library |
| Patricia Jeffers | Supervisor, Children’s Section |
| Barbara Alfaro | Librarian, Adult Services |
| John D’amelio | Librarian, Periodicals |
| Joanne Milner | Assistant Librarian, Children’s Section |

Anne has compiled some notes from their brainstorming sessions, which includes the following information:

**Why do we want to hold a fair?**

* Increase library use by teens and new adults
* Position the library as a tech hub in the local community
* Provide community with access to cool technologies (3-printers and kits)

**Who do we plan to attract to our fair?**

* Teens and New Adults in the local community
* Hobbyists and Enthusiasts Groups
* Local Hobbycraft businesses

**Where will we do it?**

* We can build an exhibition area in the multi-purpose space in the Library
* 4 meeting rooms can be setup to host workshops

**When will this happen?**

* The plan is to have the Fair sometime in Mid-May before local schools break for the Summer in June

**What will we do?**

* Organize a fair showcasing local hobby businesses
* Invite speakers and conduct workshops on popular topics (3-D printing, Home automation, cricut, going to market
* Conduct a survey to gauge feedback from attendees

**Other considerations**

* **Budget**: We have a discretionary budget of $2500 to organize the fair, perform marketing and purchase equipment
* **Coordination**: Makes sense to reach out to representatives from the local school district to boost attendance at the Maker Fair.
* **Coordination**: William’s cousin runs a hobby store in town. They organize events all the time and also have connections with local maker groups in the area.
* **Safety**: We need a vetting process to make sure that the exhibitors and products are safe for kids.
* **Survey**: We can raffle off a small prize to encourage more participation in the attendee survey
* **Permits**: We will need a permit from the town to organize a public event at the Library

Use the information here to complete the Project Charter template on the next page.

**Project Charter**

**Project Title and Description** *(What is the Project?)*

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**Project Manager Assigned and Authority Level:** *(Who is given authority to lead the project, and can he/she determine, manage and approve changes to budget, schedule, staffing etc..)*

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**Business Need** *(Why is the project being done?)*

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**Project Justification** *(Business Case- On what financial or other basis can we justify doing this project?)*

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**Resource Pre-Assigned** *(How many or what resources will be provided?)*

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**Product Description/Deliverables** *(What specific product deliverables are wanted and what will be the end result of the project?)*

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**Stakeholders** *(Who will affect, or be affected by, the project (influence the project and product scope)*

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**Constraints and Assumptions** *(A constraint is any limiting factor and an assumption is something taken to be true but which may not be true)*

**Constraints Assumptions**

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