



Community Center

Project Charter

For this exercise, you will gain additional practice developing a **project charter**, and you'll focus specifically on creating a strong **project summary** and targeted **deliverables** section.

[Directions](#)

[Step 1: Review Project Details](#)

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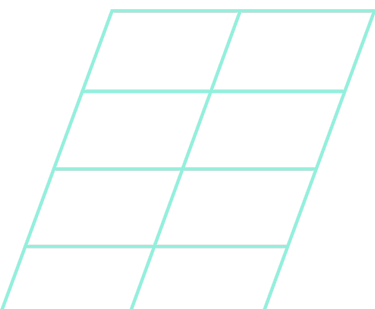
[Review: Writing a Project Summary](#)

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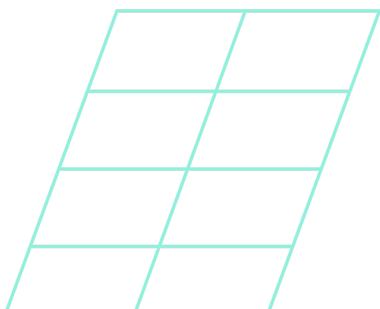


Directions

- (1) Review key information about the Community Center Project.
- (2) Familiarize yourself with the best practices for creating a project summary and list of deliverables.
- (3) Follow the steps to update the Project Charter Template (below) by supplying needed information:

Project Summary	Follow the instructions to craft a 2-3 sentence summary of the project
Project Goals	Copy and paste the SMART Goals you previously created into the "Project Goals" section
Deliverables	Follow the instructions to create 3-5 project deliverables
Scope & Exclusion	Copy and paste the In Scope/Out of Scope information you previously created into the "Scope and Exclusion" section

- (4) After completing steps 1 - 3, prepare your document for submission:
 - Retitle the document to include your first and last name.
 - Change the sharing permissions to ensure "anyone with the link" can VIEW.
 - Copy and paste the shareable URL to the submission box on the Learner Portal.
 - Add this document to the Starred folder of your Google Drive.





Step 1: Review Project Details

Search your [Google Drive](#) to find **your completed copy** of the Community Center Project: SMART Goals and Scope document.

It may be in your Starred folder, and it should look like [THIS](#). (Do not request to edit this document; it is VIEW-ONLY)

Carefully re-read the **scenario**, **project proposal**, and **OKRs**. As you read, keep an eye out for key details that can help you develop the **summary** and **deliverables** sections of your project charter.

Step 2: Best Practices for Creating a Project Summary & Deliverables

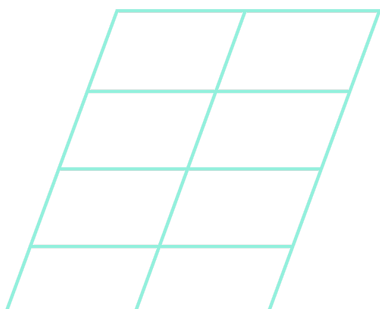
Review: Writing a Project Summary

The project summary should clearly outline the essential details of the project, including a high-level summary of the project's purpose and objectives. If possible, emphasize the strategic importance or special benefit that makes the project worthy to pursue.


To write a Project Summary, give an overview of WHAT the project is going to do, and WHY it is doing it.

An example for a *community garden project* might look like this:

This initiative will establish a vibrant community garden within the neighborhood of [neighborhood name], offering residents the opportunity to reserve individual plots. The primary objective is to enhance neighborhood engagement, foster a sustainable source



of fresh fruits and vegetables, and promote outdoor activity among residents. The garden project is paramount to improving the overall well-being of the community.

 Hint: The Introduction section of the Project Proposal will give you some good information to use for your Project Summary.

Review: Identifying Deliverables

The Project Deliverables section of a project charter outlines the specific tangible outcomes or products that the project is expected to produce. It serves as a detailed reference point, providing clarity on the expected results, enabling stakeholders to understand and evaluate the success of the project against predefined objectives. In other words, deliverables are the things that you and your team will have created by the end of the project.

One way to think about it is: by the end of the project, what will you have that you didn't have at the start of the project? What will be created or developed?

Some examples of project deliverables for a *construction project* might include:

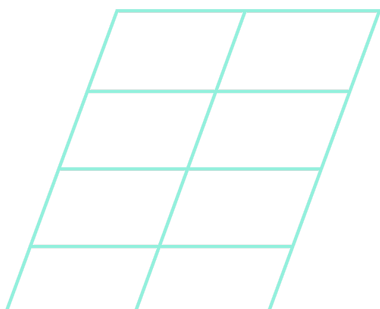
Architectural plans and drawings: Complete set of architectural drawings, including floor plans

Structural engineering documents: Structural plans and calculations ensuring the building's stability and compliance with safety standards.

Site survey and preparation: Survey reports detailing site conditions, soil analysis, and preparation activities.

Building permit approval: Approved building permits from relevant authorities.

Foundation construction: Excavation and foundation construction in accordance with specifications.



Framing and superstructure: Framing plans and the completed superstructure, including walls, floors, and roof framing.

Exterior finishes: Installation of exterior finishes such as siding, roofing, doors, windows, and trim.

Interior finishes: Interior finishes including drywall, paint, flooring, and trim work.

Plumbing: Installation of plumbing systems, including pipes, fixtures, and connections.

Electrical: Electrical plans and installation of wiring, outlets, switches, and lighting fixtures.

Etc., etc., etc.

To help you create your deliverable list, follow these steps:

- (1) Pull out important information from the project's OKRs; these provide measurable goals and indicators of success and will help you define your deliverables.
- (2) Break down each OKR into smaller, more manageable components. (For example, we didn't just say "house" our construction project deliverables above!)

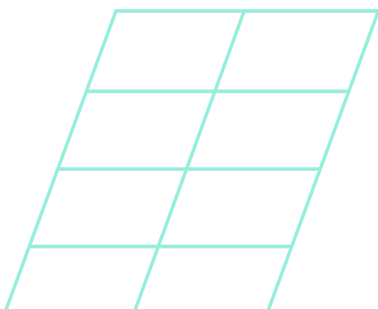
Example:

Objective 1: Establish a Vibrant Community Center within 12 Months

- Key Result 1.1: Launch Kids After-School Activities in 3 Months
 - Achieve 100% operational status for **after-school programs** catering to children within the **first quarter**.
 - Key Performance Indicator (KPI): **Number of children** actively participating in after-school activities.

Associated Deliverables:

- Deliverable 1: List of selected programs (curriculum and schedule provided by external partner)
- Deliverable 2: Resources and facilities



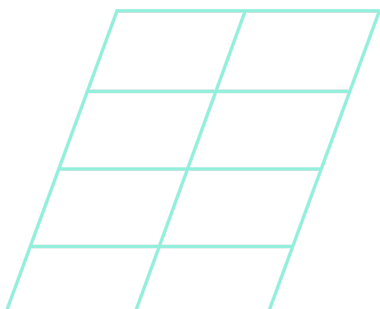
- Deliverable 3: A new trained staff
- Deliverable 4: A communication plan to promote program to community

(3) Compile a list, ensuring that each deliverable represents a tangible result that helps you achieve the corresponding objective.

(4) Prioritize your deliverables based on their overall importance to the project's objectives and timeline goals: address the most critical components first!

(5) And– in real life– you'd also collaborate with stakeholders, validate deliverables with OKR owners, document assumptions and constraints, and iterate and refine as your project gets underway. For now, just nail the basics!

👁👁 Hint: Use the OKRs and the Project Proposal to come up with at least 5 deliverables for the Community Center Project.





Step 3: Update the Project Charter

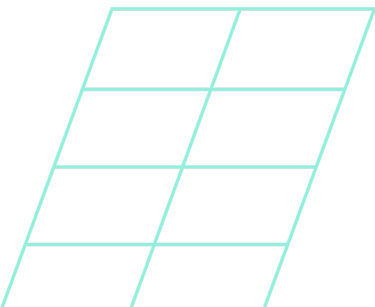
Use the highlighted text to guide you through the process; once you've completed each section, delete the highlighted text.

Project Charter: Community Center

Project Summary

With the old middle school building now sitting empty after the students moved to the high school, this project is all about giving that space a new purpose. The idea is to turn it into something the community truly needs, whether that's a place for learning, gathering, or growing together. This proposal focuses on creating a welcoming, flexible space that brings real value to local residents. It's a chance to take an unused building and turn it into something that benefits everyone for years to come.

Project Goals



SMART Goal 1: After School Activities

SMART Goal 2: Adult Classes

SMART Goal 3: Community Garden

SMART Goal 4: Library

SMART Goal 5: Community Engagement

SMART Goal 6: Staffing

SMART Goal 7: Budget

SMART Goal 8: Well-being

Deliverables

Deliverable 1: Community Needs Assessment

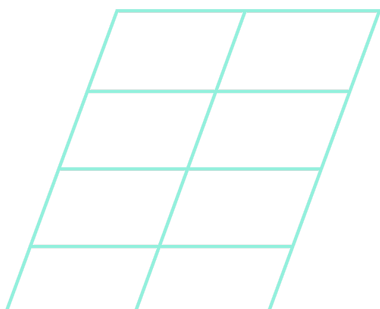
The community needs to be surveyed to make sure the city is putting together is conducive to what the community wants.

Deliverable 2: Conceptual Design Plans

The city needs design plans for the remodel of the old school.

Deliverable 3: Operations and Sustainability Plan

The city needs a plan and budget put together to keep the new community center up and running.



Scope and Exclusion

In-Scope:

- 1. Create and Maintain Community Programs
- 2. Enhance Community Engagement
- 3. Provide Access to Resources
- 4. Develop a Safe and Inclusive Space
- 5. Build Partnerships with Local Organizations

Out-of-Scope:

- 1. Building a New Facility
- 2. Running Large-Scale Government Programs
- 3. Offering Private or Paid Membership Services

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