



# Project Charter

## State of Wisconsin Enterprise Leadership Academy

### Team 5 Applied Project Report

Updated (November 30, 2006) - Version (1.2)

<b>Project Name</b>	State of Wisconsin Enterprise Leadership Academy Team 5 Applied Project Report “State of Wisconsin Civil Servants need to know....”	
<b>Executive Sponsor</b>	Susan Paddock	
<b>Project Manager</b>	Paul Trombino	
<b>Primary Stakeholder(s)</b>	Colleen Holtan, Cremear Mims, Eileen Pierce, Greg Raube	
<b>Project Description / Statement of Work</b>		
Summarize nine months of ELA classes into one presentation and report outlining the primary topics that all State of Wisconsin civil servants (Managers and Supervisors) should know and understand.		
<b>Business Case / Statement of Need</b> ( <i>Why is this project important now?</i> )		
A summary ELA project is a requirement of the class and is due at the December-2006 class.		
<b>Customers</b>		<b>Customer Needs / Requirements</b>
ELA classmates, Susan Paddock, and Patty Almond		
<b>Project Definition</b>		
<b>Project Goals</b>	Prepare a brief PowerPoint that outlines topics all civil servants should know and understand. Prepare a PowerPoint highlighting the key discussions from classes that could be taken forward for all state of Wisconsin civil servants. Present PowerPoint and summary discussions at last class in December.	
<b>Project Scope</b>	Prepare a brief PowerPoint that outlines topics all civil servants should know and understand based on Team-5 perspectives from classroom discussions.	
<b>Project Deliverables</b>	PowerPoint presentation.	
<b>Project Constraints / Risks</b> ( <i>Elements that may restrict or place control over a project, project team, or project action</i> )		
Time commitment. Establishing roles, responsibilities and expectations for all team members. Getting early feedback from Executive Sponsor on project direction.		
<b>Implementation Plan / Milestones</b> ( <i>Due dates and durations</i> )		
Establish Project Charter and assignments by August 16, 2006. Each team member should develop a list of issue/topics/points addressing what “civil servants need to know” which will be reviewed and discussed at the Sept., Oct., Nov classes over a working lunch. Schedule other out-side class meetings as necessary.		



Develop working-draft PowerPoint of main issues by September 20, 2006.

**Communication Plan** (*What needs to be communicated? When is communication needed? To who? How?*)

Updating milestones with Team members and Executive Sponsor on decided timeline.  
Presenting overall Project at December 12-13, 2006 ELA classes

**Change Management / Issue Management** (*How decisions will be made? How changes will be made?*)

Consensus. Changes made by responsible person for assigned task.

**Project Team Roles and Responsibilities**

Team members	Roles	Responsibilities	
Paul Trombino	PM		
Eileen Pierce			
Colleen Holtan			
Cremear Mims			
Greg Raube			

**Stakeholder Roles and Responsibilities**

Stakeholders	Roles	Responsibilities	
Susan Paddock			
Patty Almond			
Team 5 members			
ELA Classmates			

**Sign-off**

**Sponsor**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
(Name)