

Project Charter Template

<u>Project Name</u> National Scholarship Project Committee		
<u>Team Leader</u> Eme Isok -Nsuk	<u>Project Sponsor</u> AKISAN	<u>Other Sponsorship</u> Dr. Nsidibe Ikpe Foundation
<u>Project Start Date</u> SEPTEMBER of Each Year	<u>Project End Date</u> On -going	
<u>Association Business Issue and / or Opportunity (Problem Statement)</u>		
<ul style="list-style-type: none"> • Lack of manpower in education and medical sciences, being the critical areas in Akwa Ibom State of Nigeria. 		
<u>Project Goal</u>		
<ul style="list-style-type: none"> • To improve and support the Akwa Ibom State Of Nigeria educational program. 		
<u>Project Objectives</u>		
<ul style="list-style-type: none"> • To create opportunities for qualified students of Akwa Ibom to gain higher education. • To increase number of professionals in critical areas of education, medicine, and medical sciences. 		
<u>Project Deliverables</u>		
<ul style="list-style-type: none"> • January 2009, initial scholarship announcement implemented in Akwa Ibom and in the USA. • July 2009, the committee receives and reviews applications. • August 2009, Scholarships award letters sent to candidates • The first progress report will be submitted in August, 2009 during the Annual National Convention 		
<u>Who are the Customer(s) of this project (internal / external)?</u>		
<ul style="list-style-type: none"> • Akwa Ibom Youth in higher institution of learning in United States and in Nigeria. 		
<u>Who are the Project Stakeholders?</u>		
<ul style="list-style-type: none"> • Akwa Ibom State Association community in USA. • Akwa Ibom State Government in Nigeria • Akwa Ibom community in the USA • The parents. 		
<u>Project Current Situation (summary of current state)</u>		
<ul style="list-style-type: none"> • High School students in Akwa Ibom State of Nigeria were the targeted population, now shifting emphasis to students in higher institution of learning both in USA and in Akwa Ibom State of Nigeria. 		
<u>Benefits (e.g., cost savings, customer satisfaction scores, etc.)</u>		
<ul style="list-style-type: none"> • Increase of manpower in target areas –medical, technology, engineering and education. • It will also contribute to advancement in healthcare, medical science and education in Akwa Ibom delivery. 		

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<u>Project Risks</u> <ul style="list-style-type: none">• How to effectively monitor and measure success.• Lack of facilities.• Inadequate science equipments in Nigerian Universities.• Lack of employment opportunities for graduates to practice in their field of study	
<u>Project Scope</u> <ul style="list-style-type: none">• Applicant must pursue a baccalaureate degree in an accredited university or college.• One scholarship will be earmarked for each of the local government areas.• One student from each Akwa Ibom Association Chapter will be selected for a stipend to study in any university or college.• The actual number of scholarships awarded will depend on availability of funds.	
<u>Related Projects & History</u> <ul style="list-style-type: none">• Past target was on high school students, and was done intermittently based on current administration agenda.	

Project Team

Role	Name	Function	Contact info
Team Sponsor	AKISAN National Secretariat President – Mr. Obong Umana	Finance	oumana@aol.com 586 -206-7506
Team Leader	Eme Isok -Nsuk	Project Facilitator	emensuk@yahoo.com 404-579-5719
Member	Dr. Nicholas Umontuen	Project Contributors	numontuen@hotmail.com 615-397-1752
Member	Mr. Tom Umoh	Project Contributors	tomumoh@page-tech.com 443-463-3233
Member			
Member			

Project Roles

Role	Description	Responsibility (Name & Contact Info.)
Executive Sponsor	<ul style="list-style-type: none"> Provides funding for the project Takes ultimate responsibility for approving feasibility of the project Takes ultimate responsibility for the project Has ultimate authority over the project Reviews Project deliverables as appropriate. Approves changes to the scope and obtains any additional funds those changes require Motivates the Project Champion by demonstrating commitment Negotiates prioritisation and scheduling of the project 	AKISAN National Secretariat President – Mr. Obong Umana oumana@aol.com 586 -206-7506
Team Leader	<ul style="list-style-type: none"> Ensures that the Project Champion is aware of responsibilities Develops and maintains the Project Charter and Project Plan Controls the technical aspects of the project Controls the day-to-day aspects of the project Manages the Project Team Facilitates Project Team meetings Executes formal reviews and management reviews Creates Project deliverables Tracks issues and scope change requests, escalating as appropriate Assists in resolving issues and actioning scope change requests Takes responsibility for technical quality of project deliverables <p>Note: The Project Manager may assist in the creation of the project deliverables. This is a secondary role to that of Project Manager and must be treated as such.</p>	Eme Isok –Nsuk emensuk@yahoo.com 404-579-5719
Project Team	<ul style="list-style-type: none"> Provides skills and experience that are essential to the project Creates the project deliverables 	Dr. Nicholas Umontuen numontuen@hotmail.com 615-397-1752 Mr. Tom Umoh tomumoh@page-tech.com 443-463-3233

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Project Team	<ul style="list-style-type: none">• Provides skills and experience that are essential to the project• Creates the project deliverables	Eme Isok –Nsuk emensuk@yahoo.com 404-579-5719

Other (as needed)
