

Page Name

Next Due: Logo Creation
When: July 10



Misc Done: 0%
To Do: 100%
Project Done: 11%
To Do: 89%

MISC TO DO

Project	Description	Estimate	Next Due Date
<input type="checkbox"/>	Catalyst Projects LLC	Business Consulting and Management LLC	
<input type="checkbox"/>	Action Item: Business Plan		July 20
<input type="checkbox"/>	Action Item: Charter		August 1
<input type="checkbox"/>	Action Item: Logo Creation		July 10
<input type="checkbox"/>	Action Item: Services & Costs		
<input type="checkbox"/>	Portfolio	Create Downloadable PDF's of previous and current projects	ONGOING
<input type="checkbox"/>	Action Item: item		
<input checked="" type="checkbox"/>	Completed	Action Item: Business Goals	DONE

TBD

Done
To Do

0%
100%



SPRINT	Description	PRIORITY	VALUE	SIZE	ASSIGNED	DUE	DONE
	Business Goals	1	\$\$\$	MED	Andrea		<input type="checkbox"/>
	Business Plan	2	\$\$\$	LG	Andrea		<input type="checkbox"/>

BACKLOG	Description	PRIORITY	VALUE	SIZE	ASSIGNED	DUE	DONE
							<input type="checkbox"/>
							<input type="checkbox"/>
	Charter	2	\$	MED	Andrea		<input type="checkbox"/>
	Services & Costs	3	\$\$	SM	Andrea		<input type="checkbox"/>
	Logo Creation	4	\$\$	LG	Andrea		<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

DELIVERED	Description	PRIORITY	VALUE	SIZE	ASSIGNED	DUE	DONE
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

PROJECT CHARTER

TITLE of Project

DATE

DOCUMENT FORM

SUMMARY

OR SCOPE

GOALS & DELIVERABLES

OVERALL RESULTS WANTING TO ACHIEVE

TEAM

SIGNED OFF

Goals/Problems Statement

Key Success Metrics

Target

Achieved

Project Sponsor/Client

the issue(s) we're trying to resolve

Ei: Cost Savings

\$X

\$X

Ei: Quality Improvements

x%

x%

Project Manager

Ei: Time Savings

x%

x%

Project Assistant

Ei: Capacity Improvement

x%

x%

Accessibility Considerations

Core Team

Business Case

Risks

Key Deliverables

OKRs

What are the benefits of the project

Risk 1

KD 1

OKR 1

TIMELINE(S)

TIMELINE, SCHEDULE OR MILESTONES

Timeline

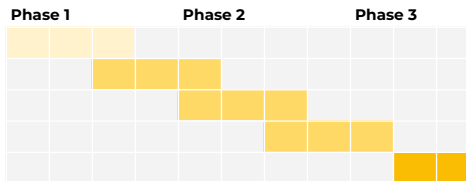
Project Definition

Confirm Target Metrics

Design Solution

Implementation

Sustain



COLOR KEY

Week

Phase 1

Phase 2

Phase 3



OTHER INFORMATION

USE AS NEEDED

Using

Available

budget

approvals

business case/benefits and costs

budget

goals/objectives

constraints and assumptions

major requirements or key deliverable introduction/project summary

OKRs

scope

project team

risks

success criteria

USE AS NEEDED

SCOPE

IN Release in the Bar Section

IN Coupons

IN Appetisers /Add-on Items

OUT Main Menu (breakfast, lunch, dinner)

OUT Final Ticket Sale (Relook with Tablet Packages)



PROJECT CHARTER

Project Name



CREATED 06/27/2024 REVISED 07/01/2024

Appendix

USE AS NEEDED

TEAM STAKEHOLDER SIGN OFF

Project Sponsor/Client

Deanna Director of Operations

Project Manager

Peta

Project Assistant

Andrea

Core Team

Gilly General Manager, North

Alex General Manager, Downtown

Seydou Restaurant Consultant

Additional Stakeholders

Corey Executive Chef

month/28 **Item**

Suggested

Agreement



Color Palettes

<https://colorhunt.co/>

You can find additional .png transparent images at <https://www.vecteezy.com/>.

Images are inserted "over cells" but it does make navigating under them a little finicky.