

PROJECT CHARTER

Name of Project: Project Career Quest (or whatever you choose to call it)

Name of Project Manager: Your name goes here

Project Objective: What's your job search/career goal(s)?

Key Stakeholders: List here those who take the greatest interest in your project success and how they can support you.

Key Deliverables: List the most important things you must do to be successful in your job search project. For example: Create communication tools, develop a marketing and networking strategy, etc.

Core Team Members: Here you will want to include the names of people or even organizations who can provide you guidance and support throughout your project. A career coach or local job seeker group would be a good place to start.

Key Milestones: A milestone is a major event. So one of your key milestones would be landing your ideal job. Of course there will be several milestones you must hit before that will happen.

Top 3-5 Core Competencies: What are you best at; what are your primary areas of expertise?

Top 5 Accomplishments: List major accomplishments as they relate to the position you are pursuing. For example, if you are in sales it would include the number of deals you successfully closed, the amount of revenue you produced and/or how you helped increase market share.

Tasks/Activities: Make a high-level list of what must be done in each of the project process groups below. Later you will develop a work breakdown structure (WBS) to further develop this list of activities. I will give you a couple to get you started. Do a quick scan of *Project Career Quest* and you will identify other tasks that must be completed for your transition project. You are just looking for high level activities here.

Project Initiation -

- 1) Determine your project goals and objectives.
- 2) Start networking immediately to let people know you are looking for a new position/career; to get on the "radar screen."
- 3) Determine what resources are available to you.

Project Planning -

- 1) Do your market research; what's the future of your industry and what will be the major challenges and opportunities within that industry? How can you help meet those challenges and opportunities?
- 2) Complete your "discovery activities" so you know yourself and can sell yourself to a potential employer.
- 3) Create your communication tools (resume, marketing plan, LinkedIn profile).

Project Execution -

- 1) Reach out to people in your target industry to set up informational interviews.
- 2) Gain access to hiring managers within your targeted companies/ industry.
- 3) Interview for targeted positions.

Project Monitor and Control - (What's working/what's not working?)

- 1) Am I making quality contacts at the networking events I am attending? (If not, you will want to reassess where you are spending your time and/or what you are doing or not doing to connect with people at the various networking events.)
- 2) Am I getting responses from my resume from recruiters and hiring managers? (If not, you need to seek feedback and revise your resume to get results.)
- 3) Conduct Lessons Learned (throughout your project).

Project Close Out -

- 1) Make sure you have a signed employment contract.
- 2) Let other companies you were interviewing with know you have accepted a position with another company.
- 3) Thank those who have helped you be successful.

Risk Assessment : What things could potentially delay or derail the successful completion of your project? What will you do to mitigate those risks?

Assumptions: Assumptions are those things that you consider to be "true" and "real." Are there any assumptions that you are making as you move forward with your project? One might be (if you are a project manager by profession) that you will obtain your Project Management Professional (PMP®) certification within the next 6 weeks. Another assumption might be that you will not consider a position that requires you to relocate.

Constraints: Is there anything that would limit your options as you search for a new position? If you have determined that you will not relocate then that can become also a constraint unless the position is something that can be performed virtually.

Training Needs: Are you aware of any training or retraining that you will need to be successful in your career quest? If so, you may want to include them in your project charter.

(Remember a project charter is a high-level document used to guide your project. It will help you see the “big picture” of what will be required for you to be successful on this journey. A project charter will keep you on track, accountable, and help you manage your job search like the project it is!)

Project Charter

(Sample)

Project Name: Project Career Quest

Project Manager: Me

Project Objective: To obtain a senior level IT position where I can use my experience as a project management professional and understanding of quality processes and methodologies to effect positive change and obtain results for an organization.

Key Stakeholders: My spouse and my children; will need to establish clear boundaries and expectations to ensure project success.

Key Deliverables: Create a marketing and communication strategy to communicate my desired objective to recruiters, hiring managers, and others who can help me network and land a position that meets my career goals and project objectives. My key deliverables include:

- Job search strategy
- Communication strategy
- Networking strategy
- Branding statement
- Elevator speech
- Resume (customized for position)
 - Summary statement
 - Accomplishment statements
- On line profile (LinkedIn)
- Marketing Plan
- Cover letters
- Thank you letters
- Other relevant documentation (TBD)

Core Team Members: My dream team consists of . . .

- A career coach for expert guidance and assistance creating my deliverables
- Job seeker group for on-going support and guidance
- My spouse for his emotional support and help caring for the children as needed
- My friend Kathleen for her guidance (who recently completed this process/journey and is now gainful employed)

Key Milestones: Completion of job tools/documentation, getting interviews, completing interviews, getting a job offer, completing negotiations, accepting new position, starting new position.

Core Competencies:

Information Technology knowledge
Project management skills
Quality processes and methodologies (Six Sigma and Lean)
Stakeholder management
Team building and leadership skills

Top 5 Accomplishments:

- 1) Recognized as an expert in Six Sigma and Lean methodology; help train and facilitate other team efforts in process improvement throughout the organization
- 2) Have successfully led numerous complex IT projects on time, on budget, and satisfying customer requirements; additional business awarded to company based of the projects' success.
- 3) Successfully coached and mentored several team members resulting in their promotions to senior project managers.
- 4) Due to project successes, was promoted from senior project manager to Director of IT projects within 5 years.
- 5) Led process improvement efforts to re-engineer IT processes resulting in significant cost savings, shorter cycle times, and greater efficiency. Also resulted in a 64% increase in customer satisfaction.

Tasks/Activities:

Project Initiation -

- 1) Determine project goal and objectives
- 2) Research networking opportunities and begin networking
- 3) Determine what resources I will need to complete job search

Project Planning -

- 1) Complete market research
- 2) Complete "discovery activities"
- 3) Create required communication tools (resume, marketing plan, LinkedIn profile, etc.)

Project Execution -

- 1) Set up informational interviews for targeted positions
- 2) Get names of hiring managers of targeted companies and the recruiters who support those companies
- 3) Interview for targeted positions

Project Monitor and Control -

- 1) Review results from resumes distributed and assess effectiveness; make adjustments as required
- 2) Maintain lessons learned and adjust various strategies as required to gain desired results

Project Close Out-

- 1) Get job offer, negotiate compensation package, and accept position
- 2) Complete project lessons learned
- 3) Thank project stakeholders, network contacts, and others who have helped me along the way; let them know I have landed!

Risk Assessment: Although I am an effective and proven project manager, many companies require a PMP certification. This could be a potential roadblock. As a result, I will begin the process of getting certified with the goal to obtain certification by end of October.

Assumptions: That relocation will not be considered.

Constraints: Not willing to relocate; will seek positions that are local or can be performed virtually, or with minimal travel.

Training Needs: PMP Certification; planned completion date end of October.