

NR 631 Week 3 Collaboration Café

Part I

In reviewing this week's modules, a project charter is a formal document that authorizes the project manager to start a project. It is the official approval documentation that details resources, personnel, and a timeline for a project to be completed. The document gives the project manager the go ahead to begin work. A project charter serves as a document to include detailed information and a clear understanding of the purpose and objectives of the project. Due to the detailed information, a project charter is important to the planning process of an organizational change initiative because it clearly defines essential project information for effective planning and implementation of the change initiative. It outlines the objectives and goals, detailing the issues to be addressed, projected costs, resources, budget, timeline, and involved parties (Dawson, 2019). The formal document provides direction and ensures project goals and boundaries. A project charter will be important for my executive CGE project to ensure clear objectives and scope, minimizing barriers while securing support from executives for smooth implementation in the organization.

Scope of work will come after the project charter document is authorized. The scope of work is a document that details the work that will be performed. It will include key parts of the project planning that defines clear roles. Some key objectives in the scope of work include timelines, management milestones, tasks, reports, etc. This is important because like a project charter, a scope of work documents ensures clarity on roles and objectives to align with projected timelines. With this important document, all stakeholders involved are on the same page and it may help reduce the need for supervision. A scope of work is essential for my executive CGE project because it helps clear confusion by defining clear roles and boundaries. This will allow efficient project planning, hopefully leading to successful implementation with minimal delays. The hope is for the scope of work to minimize risk throughout the project, measuring performance, and utilizing necessary resources.

Part II

One event I helped manage was my sister's wedding of 150 plus guests. I oversaw the wedding organization and had some volunteers for extra hands. During this stressful time, it was important to stay organized, communicate with stakeholders effectively, budget accordingly, and ensure collaboration. Throughout the process I developed crucial skills, some of which I already possessed and some I needed to strengthen. The wedding planning allowed me to act as a project manager for a successful, fun wedding day. There were many times I had to deal with conflict resolution and navigate complex logistics. Through months of planning, I had to make sure to have all the details aligned with the wedding day timeline, much like a project manager of a CGE project. Planning the wedding has helped me improve my team building skills, budgeting, manage my time while adapting to barriers you may cross. During the barriers I had to assign other stakeholders tasks to be completed and experienced pushbacks. All in all, the skills I acquired through wedding planning, such as project management, flexibility, communication, and team leader skills can be applied to my CGE project and help guide me in success. I will be