

# Big families enjoyable vacation



## **Project Charter**

### **Project Justification**

The intent of the project at hand is to ensure that larger families have an enjoyable, stress-free vacation within a reasonable budget. We will explore possibilities beyond the limited amount of people per hotel room, and discover affordable ways to accommodate the prospective families when they exceed the standard limits.

### **Project Priority**

This vacation is the primary project and should supersede any and all projects until the planning is complete, all accommodations, reservations, and admissions have been confirmed. The goal of this particular project is to successfully plan a stress-free, affordable, and enjoyable vacation. The vacation will be taken in the summer of 2014. The Vacation Planner or Project Manager, “ PM” Mrs.

### **Project Activities Decomposition**

When reviewing the WBS, an individual should be able to decipher how far along the project is, what aspects have been completed, and what actions have yet to be executed. The following WBS should be clear enough to eliminate any and all questions regarding the completion of the individual steps.

### **Project Control**

The following information should cover and control all of the steps that will be executed by the Project Manager, through the completion of the vacation.

**Key Assumptions**

1. All motel reservations will not exceed the budgeted costs.
2. All food that is prepared will be free of allergens as prerecorded with Mrs. Hernandez.
3. All seats on the flight will be located together, as requested.
4. All activities planned at the location will proceed in all weather.

**Presented and agreed to by the following individuals:**

1. Mr. Horace Byrd \_\_\_\_\_
2. Mrs. Tomeko Byrd \_\_\_\_\_
3. Mrs. Lewis \_\_\_\_\_
4. Mr. Juan Morales \_\_\_\_\_
5. Mrs. Gween Hernandez \_\_\_\_\_

**Work Breakdown Structure WBS**

1. Organization of Vacation
2. Ensure that all activities, accommodations, and reservations are confirmed
3. Reserve rental car
4. Reserve Hotel accommodations
5. Confirm restaurant reservations
6. Purchase tickets
7. Primary Investors Role
8. Consultation with a primary investor to discuss budget and activities
9. Determine budget limits
10. Set deadlines for completion of phases

11. Compile a possible list of activities
12. The final meeting for authorization
13. Secondary Investors Role
14. Meet to discuss an overview of budget and activities
15. Narrow down activities by age limits
16. Confirm deadlines set by the primary investor
17. Adjust budget
18. Discuss allergies offamily
19. Review time constraints
20. Ensure that all reserved activities are within the time frame
21. Confirm guided tours will be operational
22. Update activities according to weather forecasts
23. Change days for outdoor andindoor activitiesas needed
24. Guarantee parents alone time
25. Allow for rest and relaxation