

SIMPLE PROJECT CHARTER EXAMPLE

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| 1 General Project Information | |
|-------------------------------|--|
| Project Name | Positive Charge EMV Station Installations |
| Executive Sponsors | Wendy Williams |
| Department Sponsor | Jill DeGrassio |
| Project Impact | Our goal for this project is to install 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada to accommodate malls' and service stations' EV-charging needs. |

| 2 Project Team | | | |
|----------------------|------------------------|--------------|------------------------------|
| Project Manager Name | Department | Phone | Email |
| Jane Matthews | | 000-000-0000 | jmatthews@positivecharge.com |
| Team Member Names | Department | Phone | Email |
| Janine Remagio | Project Manager | 000-000-0000 | jremagio@positivecharge.com |
| David Coen | Chief Engineer | 000-000-0000 | dcoen@positivecharge.com |
| Rita Preze | CFO | 000-000-0000 | rpreze@positivecharge.com |
| Lisa Jones | QA Director | 000-000-0000 | ljones@positivecharge.com |
| Donald Smythe | Field Engineer | 000-000-0000 | dsmythe@positivecharge.com |
| Rakesh Agarwal | Director of Operations | 000-000-0000 | ragarwal@positivecharge.com |

| 3 Stakeholders |
|---|
| Jill DeGrassio Field Engineering, Operations, and Project Management |

4 Project Scope

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|--|--|
| Project Purpose / Business Justification | The implementation of the 1,125 EV charging stations will reduce fossil-fuel emissions and have a positive impact on the environment. This will help fulfill Positive Charge's mission of being the world's largest EV-charging provider and reduce the environmental impact of fossil-fuel cars through our services. |
| Objectives | As EVs become more prevalent, more EV-charging stations are needed to accommodate EV drivers' charging needs. The implementation of the 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada to accommodate malls' and service stations' EV-charging "traffic" will reduce the lengths to which EV drivers would have to travel for their next charge. The implementation of the EV-charging stations will also result in a 24% profit for Positive Charge. |
| Deliverables | Install 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada to accommodate malls' and service stations' EV-charging needs. |
| Within Scope | Operations engineers, project managers and field implementation engineers will work with third-party client site personnel to install 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada. |
| Outside of Scope | Positive Charge is not responsible for third-party / client's locations preparatory work (e.g., permits for digging, city region electricity-availability logistics, etc.). However, Positive Charge project managers can provide clients with a checklist to ensure their locations are adequately prepared for the installation of our EV charging stations. |
| Project Milestones | <ul style="list-style-type: none"> • Form Project Team / Preliminary Review / Scope • Finalize Project Plan / Charter / Kick Off • Define Phase • Measurement Phase • Analysis Phase • Improvement Phase • Control Phase • Project Summary Report and Close Out |
| Risks | Though contract is signed, Operations still does not have approval for installation from cities of Denver and Yuma. Project management to work with both cities to ensure proper permitting, etc. in time for scheduled installations. |
| Constraints | We have to "backfill" some key project management and field engineer positions to ensure we have people "on the ground" to manage EV stations' implementation. |
| Assumptions | We assume that all permits for installation of EV-charging stations will be provided by clients by time of implementation. |
| External Dependencies | TBD |

5 Communication Strategy

Method and Frequency

6 Notes

PROCESS OWNER

Jane Matthews - Project Manager

KEY STAKEHOLDERS

Jill DeGrassio

FINAL CUSTOMER

116 clients across the US, Mexico, and Canada (see attached client list).

EXPECTED BENEFITS

The implementation of the 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada to accommodate malls' and service stations' EV-charging "traffic" will reduce the lengths to which EV drivers would have to travel for their next charge. The implementation of the EV-charging stations will also result in a 24% profit for Positive Charge.

7 Sign-Off

| Role | Name | Signature | Date |
|--------------------|----------------|-----------|------------|
| Executive Sponsor | Wendy Williams | | 00/00/0000 |
| Department Sponsor | Jill DeGrassio | | 00/00/0000 |
| Project Manager | Jane Matthews | | 00/00/0000 |

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