Digital Training Academy

## MODULE 02 PRACTICE

# PROJECT CHARTER

AI-Assisted Project Management
and Leadership Training Program



# Project Identity and Purpose

Illustrative completed example. Figures and names are for training.

| Field | Completed example |
| --- | --- |
| Project / code | Student Portal Launch / SPL-27 |
| Sponsor | Tesfa Haile, training director |
| Project manager | Girmay Simon |
| Purpose | Enable online enrolment and learner access |
| Dates / approved budget | 04 Jan–12 Feb 2027 / USD 20,000 |

Practice: adapt the completed example using evidence from your chosen project.

# Measurable Objectives

Illustrative completed example. Figures and names are for training.

| Objective | Target | Evidence / date |
|---|---|---|
| Core learning content | 12 modules ready | Content review / 29 Jan |
| Portal access | 2 user roles tested | Test report / 05 Feb |
| Pilot experience | 8 of 10 users complete flow | Pilot record / 09 Feb |
| Operational launch | Support handover accepted | Sign-off / 12 Feb |

Practice: adapt the completed example using evidence from your chosen project.

# Scope Boundaries

Illustrative completed example. Figures and names are for training.

| Included | Excluded from this authorization |
| --- | --- |
| Curriculum and 12 core modules | Advanced enterprise customization |
| Student and instructor portals | Formal external accreditation |
| Registration and sandbox payments | Live payment activation |
| Pilot and operational handover | Post-launch feature expansion |

Practice: adapt the completed example using evidence from your chosen project.

# Deliverables and Acceptance

Illustrative completed example. Figures and names are for training.

| Deliverable | Acceptance evidence | Approver |
|---|---|---|
| 12 core modules | Approved content checklist | Tesfa Haile |
| 2 portal roles | Access tests pass | Helen Teame, QA lead |
| Registration flow | Valid and invalid cases pass | Helen Teame |
| Handover package | Support checklist accepted | Hassen Ali, operations |

Practice: adapt the completed example using evidence from your chosen project.

# Your Practice Submission

Complete the resource for one chosen project

Check values, dates, calculations, and responsibilities

State assumptions and verify supporting evidence

Review, revise, and save a clearly named version

# AI Exercise Workflow

Provide approved context and label uncertainty

Prompt for a structured draft and questions

Review, verify, and request a focused revision

Complete the DTA resource and AI Use Log

# Starting Charter Prompt

Copy this prompt, then add the labelled scenario inputs.

Act as a project-management assistant. Use only the labelled scenario to draft a concise charter with purpose, measurable objectives, high-level scope and exclusions, deliverables, milestones, roles, budget, assumptions, risks, and approval requirements. Preserve the USD 20,000 ceiling and 12 February target. Treat acceptance criteria not supplied as proposals for human review. Exclude live payment activation and enterprise customization. List missing resource information. Do not write signatures, invent funding, or state that the sponsor has approved this draft.

Keep the original prompt and response with your AI Use Log.

# Sample Initial Charter Draft

Illustrative teaching example. Sample AI responses are authored, not live AI results.

| Sample statement | Review concern |
| --- | --- |
| Launch with live online payments | Contradicts sandbox-only scope |
| All users will complete the course | Unsupported outcome guarantee |
| Sponsor approved USD 25,000 | Invents approval and changes the ceiling |
| A developer is available full time | Resource information not supplied |

Exercise: review the example, verify its evidence, and explain your own revisions.

# Human Charter Review

Illustrative teaching example. Sample AI responses are authored, not live AI results.

| Finding | Required revision | Responsible verification |
| --- | --- | --- |
| Scope expanded | Restore sandbox-only payment work | PM and sponsor |
| Budget changed | Restore USD 20,000 ceiling | Sponsor |
| Success guaranteed | Use testable proposed criteria | QA lead and sponsor |
| Capacity assumed | List resource question | PM and delivery leads |

Exercise: review the example, verify its evidence, and explain your own revisions.

# Charter Verification Record

Illustrative teaching example. Sample AI responses are authored, not live AI results.

| Check | Result |
| --- | --- |
| Budget equals supplied ceiling | USD 20,000 retained |
| End date matches context | 12 Feb 2027 retained |
| Unapproved capabilities | Live payments excluded |
| Proposed versus approved | Acceptance criteria labelled proposals |
| Authority claim | No fabricated signature or approval |

Exercise: review the example, verify its evidence, and explain your own revisions.

# Your AI Exercise Submission

Submit the reviewed resource and supporting prompts

Explain at least 3 accepted, changed, or rejected suggestions

Show a verification step and unresolved questions

Keep the AI Use Log with your final version