
1. Class Overview
   o Description – Every project should have a vision to inspire the team and help them stay focused on the overall mission. A clear vision statement provides direction and purpose for the project team and supports the definition of the project work. This class will guide students through the process of developing a project vision, scope and charter.

   o Prerequisites – “How Do I Get Johnny To Do His Part?: Team Building and Leadership” recommended but not required

   o Anticipated Class Size – 20 max

   o Class Duration – 2 hours

2. Educational Objectives
   o Students will be able to:
      Understand the importance of developing a project vision to align the efforts of the team
      Apply the SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) method to develop a project vision statement
      Translate the project vision into a scope statement that defines the project deliverables and includes measurable success criteria
      Understand the project charter as a tool for capturing and communicating the project vision and scope

   o Students will be provided a project charter template

3. Class Format
   a. Pre-Class activity (None)
   b. In-Class activity
      i. Students will watch a short, humorous online video: https://www.youtube.com/watch?v=Wac3aGn5twc
      ii. Presentation
      iii. Activity: creating a project vision and scope statement
      iv. Discussion: documenting the vision and scope in the project charter

4. Evaluation
   c. Students fill out an evaluation on the content, learning objectives, and instructor.