PROJECT CHARTER Template

General Project Information	
Project Name:	**JV/V Soccer Program Launch**
Executive Sponsors:	**Mark Steinmetz- Superintendant**
Department Sponsor:	**Melissa Jordan- Athletic Director**
Impact of Project: (How does it support Mission or Org. Goals?)	Provides Madison students with the opportunity to have access to a variety of extra-cirrucular activites within the learning envoirnment, enabling students to develop his/her potential to be successful in an ever-changing world.

Project Team				
	Name	**Department**	**Telephone**	**E-mail**
Project Manager:	Melissa Jordan	Athletic	517-263-7092 Ext. 25	Mjordan@madisonk12.us
Team Members:	Kristin Ames	Administration	517-263-7092 Ext. 24	Kames@madisonk12.us
	Kristi Long	Booster Club (Pres)	517-442-2989	Klong@madisonk12.us
	Julie Baker	Board Member (Pres)	517-418-1881	Jbaker@madisonk12.us
	Betsey Bates	Teacher	517-263-7092 Ext. 44	Bbates@madisonk12.us

Stakeholders *(List those who will be significantly impacted by this project)*

1. Student in the District- Allows them to try or continue to play soccer throughout highschool.
2. Community- People and the community can keep their kids in district. Lose student due to not having a program
3. Employees- Another opportunity to have extra income and work with students outside classroom.

Project Scope Statement

Project Purpose / Business Justification *Describe the business need this project addresses*

Provides more opportunities for student to participate in a extra- cirrucular activity. Tailors to our current population, we have a lot of students that play club soccer outside district. We are the 1 of 2 schools in our LCAA conference that currently does not have a established soccer program, and we are one of the biggest school by student population.

Business Goals of The Project: *List the measurable outcomes of the project.*
Be sure to QUANTIFY the goals! Example: Reduce cost by xxx. Or, Increase quality to yyy

Enhance student body retention by 10% (Add and retain more students with the implement of soccer programs)
Create more opportunites for career and college by 10%
Enhance Community involvment and boost school morale 10%

10% represents about 45-50 students expanding their career and college opportunities. Also adding more students to are overall population by either coming or staying at madison.

Deliverables *List the actual "products" to be created (Ex: improved xyz process, employee manual on xyz, new website, new building)*

- Project proposal- Detailed description of needs, goals, budget, timeline, and stakeholders.
- Budget- Cost for equipment, Coaches pay, facility cost, field maintenance, funding plans
- Administration & Board Approval
- Hire Coaching Staff
- Student Sign-up/ recruitment
- Facility Preparation- check facilities availability
- Equipment order
- MHSAA/LCAA Certification
- Safety and Compliance Documents
- Kick-off event (First game)

SCOPE: *List several areas of work that will be Included in the project and list at least one area of work that will be Excluded, so that the client is clear what is to be expected. SCOPE SHOULD ALWAYS CONVEY THE TOTAL APPROX. PROJECT COST.*
Example Scope: This project involves selecting and installing a new camera security system for the medical clinic. The system will include 8 HD cameras, 6 motion sensors, 2 keypads, a DVR, and a central control console. The system will NOT include training employees or software needed for remote control. The total expected cost is $12,000.

This project includes purchasing new equipment for the athletic department. The equipment will include: 2xSoccer Goals, Training equipment (Bow-nets, standing manniquins, 1 set ofarches, 4 sets of agility poles, 2 sets of cones, 2x agility ladders, and 2x pop-up soccer goals), 2x ball bags, Corner flags, 12x practice balls, 4x gameballs, 80x shin guards, 80x socks, 80x Uniforms (Top & Bottom), 80x practice vest, 4 sets of goalie gloves, 2 sets of linesman flags, 4x coaching clipboards, 2x portable scoreboards, 1x dolley for goals, 4xGoal Keeper jersey, 2x striping machines, 12x cans of paint, 1x roll of fence rope,15x post for fences and hiring 4 coaches (2x Varsity, and 2x JV). This project will NOT include coaches training or purchase of new facilities. The total expected cost is $59,623.99

Project Milestone and Dates *Start, Progress, and End dates for Project. Be sure to not omit the start and end dates.*
(These dates should fit the needs of the project – not the dates of our class)

Start: August 1st, 2025 **Progress:** School year 25'-26'- following summer 2026 **End:** August 1st, 2026: established MHSAA sanctioned Boys and Girls Soccer Team at Madison High School.

Major Known Risks (including significant Assumptions) *Identify obstacles that may cause the project to fail.*

Risk	Risk Rating (Hi, Med, Lo)
Funds	Hi
Transportation (Bus availibility)	Lo
Student Low interest/ Take away from other students	Lo

- Scheduling practice with limited space
- Cost of project with maintenance, staffing, official cost, and equipment cost.
- Conflict with same season sports. ex. Girls in spring affects softball and track, and boys in fall affects football.

External Dependencies *Will project success depend on coordination of efforts between the project team and one or more other individuals or groups, such as suppliers or any government permits / approvals?   Has everyone involved agreed to this interaction?*

Administration
Board Members
Community
MHSAA
LCAA Conference
Transportation

Communication Strategy
How / Where will project meetings occur? How often will the meetings occur? How often will you update the Executive Sponsor (client)?

Meet 2x a month. 1st meeting is project team meeting 3rd Tuesday of every month, and 2nd meeting will be during board meetings. 1st Monday of the month. This is where we will update the executive sponsor and address any issue at the moment.

Sign-off

	Name	Signature	Date
Executive Sponsor	**Mark Steinmetz- Superintendant**	*Mark Steinmetz*	7/3/26
Department Sponsor	**Melissa Jordan- Athletic Director**	*Melissa Jordan*	7/3/26
Project Manager	**Melissa Jordan- Athletic Director**	*Melissa Jordan*	7/3/26

Notes

		Name	Duration	S...	F...	Predecessors	Cost	Resource Names
1		JV/V Soccer Program Launch	1 day?	...	...		$0.00	
2		**Program Planning and Approval**	**2 days**	...	...		**$537.66**	
3		Student Survey	2 days	...	...		$440.80	Teacher/BB
4		Project Charter	0.15 days	...	...		$72.65	ProjMgr/MJ
5		Meet with Admistration	0.02 days	...	...		$9.69	ProjMgr/MJ
6		Board Meeting/ Approval	0.03 days	...	...		$14.53	ProjMgr/MJ
7		**Budget and Funding**	**35 days**	...	...	2	**$4216.62**	
8		**Project Scope**	**0.12 days**	...	...		**$180.57**	
9		Equipment	0.1 days	...	...		$48.43	ProjMgr/MJ
10		Facility Cost	0.12 days	...	...		$64.33	Admin/KA
11		Coaches Pay	0.03 days	...	...		$14.53	ProjMgr/MJ
12		Field Maintenance	0.11 days	...	...		$53.28	ProjMgr/MJ
13		**Funding Sources**	**35 days**	...	...		**$3982.77**	
14		School Athletic Budget	1 day	...	...		$510.20	ProjMgr/MJ[50%];Admin/KA...
15		Booster Club Sponsorship	2 days	...	...		$0.00	BCP/KL
16		Community Sponsorship and Donations	35 days	...	...		$0.00	BMP/JB
17		Fund Raising Events	7.17 days	...	...		$3472.57	ProjMgr/MJ
18		Manage Funds	0.11 days	...	...		$53.28	ProjMgr/MJ
19		**Staffing and Policies**	**8.895 days**	...	...	7	**$4564.10**	
20		Hire Varsity Head Coach	5.83 days	...	...		$2974.47	Admin/KA[50%];ProjMgr/MJ...
21		Hire JV coach/ Assistants	2.915 days	...	...	20	$1487.23	ProjMgr/MJ[50%];Admin/KA...
22		Background Checks and Rules Meeting	0.15 days	...	...	21	$72.65	ProjMgr/MJ
23		Athletic Code of Conduct	0.02 days	...	...		$9.69	ProjMgr/MJ
24		Team Rules	0.02 days	...	...		$0.46	New Coach/ NC
25		**Athletic Training Room**	**0.02 days**	...	...		**$19.37**	
26		Athletic Training Services	0.01 days	...	...		$4.84	ProjMgr/MJ
27		Injury Protocol	0.01 days	...	...		$4.84	ProjMgr/MJ
28		Training Room Rules	0.02 days	...	...		$9.69	ProjMgr/MJ
29		Players Waivers and Insurance	0.01 days	...	...		$0.23	New Coach/ NC

		Name	Duration	S...	F...	Predecessors	Cost	Resource Names
30		**Equipment and Facilities**	**0.067 days**	...	...	**1 9**	**$77.04**	
31		**Equipment Inventory (In House)**	**0.067 days**	...	...		**$8.07**	
32		Purchase New Equipment	0.067 days	...	...		$8.07	BCP/KL[50%];ProjMgr/MJ[5...
33		Order Gear & Uniforms	0.05 days	...	...		$1.16	New Coach/ NC
34		Secure Practice and Game Fields	0.02 days	...	...		$9.69	ProjMgr/MJ
35		**Prepare Fields**	**0.04 days**	...	...		**$53.28**	
36		Goal Set up	0.02 days	...	...		$9.69	ProjMgr/MJ
37		Mark Field Lines	0.04 days	...	...		$19.37	ProjMgr/MJ
38		Benches	0.02 days	...	...		$9.69	ProjMgr/MJ
39		Set Up Corner Flags	0.02 days	...	...		$9.69	ProjMgr/MJ
40		Pylons	0.01 days	...	...		$4.84	ProjMgr/MJ
41		Schedule Field Maintenance	0.01 days	...	...		$4.84	ProjMgr/MJ
42		**Scheduling and Operations**	**0.06 days**	...	...	**3 0**	**$58.12**	
43		Join MHSAA & LCAA	0.03 days	...	...		$14.53	ProjMgr/MJ
44		Create Practice and Game Schedule	0.03 days	...	...		$14.53	ProjMgr/MJ
45		Create Bus Schedule for Away Games	0.03 days	...	...	44	$14.53	ProjMgr/MJ
46		Hire Game Officials and Referees	0.03 days	...	...		$14.53	ProjMgr/MJ
47		**Establish Rosters**	**0.12 days**	...	...	**4 2**	**$7.54**	
48		Annouce Try-Outs	0.015 days	...	...		$0.35	New Coach/ NC
49		Conduct Team Try-Outs	0.07 days	...	...	48	$1.62	New Coach/ NC
50		Evaluate Players	0.08 days	...	...		$1.86	New Coach/ NC
51		Establish JV and Varsity Roster	0.04 days	...	...	50	$0.93	New Coach/ NC
52		Check Player Eligibility	0.06 days	...	...		$1.39	New Coach/ NC
53		Team Rules	0.06 days	...	...		$1.39	New Coach/ NC
54		**Launch and Promotion**	**0.11 days**	...	...	**4 7**	**$251.98**	
55		**Promotional Material**	**0.11 days**	...	...		**$155.65**	
56		Flyers	0.11 days	...	...		$0.00	BCP/KL
57		School Annoucements	0.1 days	...	...		$53.61	Admin/KA
58		Social Media	0.1 days	...	...		$48.43	ProjMgr/MJ

		Name	Duration	S...	F...	Predecessors	Cost	Resource Names
59		School Website	0.1 days	...	...		$53.61	Admin/KA
60		**Community Launch**	**0.06 days**	...	...		**$80.41**	
61		Newsletter	0.06 days	...	...		$32.16	Admin/KA
62		Website	0.06 days	...	...		$32.16	Admin/KA
63		Local Media	0.03 days	...	...		$0.00	BCP/KL
64		School Alert System	0.03 days	...	...		$16.08	Admin/KA
65		Kick-Off Meeting with Parents and Athletes	0.03 days	...	...		$0.70	New Coach/ NC
66		**Local Media and Social Media Coverage**	**0.03 days**	...	...		**$15.23**	
67		Team Social Media Account	0.03 days	...	...		$0.70	New Coach/ NC
68		Local Paper & Radio	0.03 days	...	...		$14.53	ProjMgr/MJ
69		**In- Season Assignments**	**0.17 days**	...	...	54	**$121.34**	
70		Routine Practice	0.09 days	...	...		$2.09	New Coach/ NC
71		**Scheduled Games**	**0.12 days**	...	...		**$92.02**	
72		Conference Games	0.07 days	...	...		$33.90	ProjMgr/MJ
73		Non-Conference Games	0.12 days	...	...		$58.12	ProjMgr/MJ
74		Record Team and Player Stats	0.17 days	...	...		$3.94	New Coach/ NC
75		Injuries and Safety Protocols	0.03 days	...	...		$7.21	AthTrainer/JB
76		Weekly Academic Eigibility Check	0.03 days	...	...		$16.08	Admin/KA
77		**End of Season Assessment**	**0.12 days**	...	...	69	**$31.18**	
78		Player Surveys/ Evaluation	0.1 days	...	...		$2.32	New Coach/ NC
79		Equipment Inventory/ Clean up	0.12 days	...	...		$2.78	New Coach/ NC
80		**Staff Evaluation**	**0.05 days**	...	...		**$1.16**	
81		1 on 1 with Head Coach	0.05 days	...	...		$1.16	New Coach/ NC
82		Head Coach Evaluation	0.05 days	...	...		$24.22	ProjMgr/MJ
83		Changes for Next Season	0.03 days	...	...		$0.70	New Coach/ NC
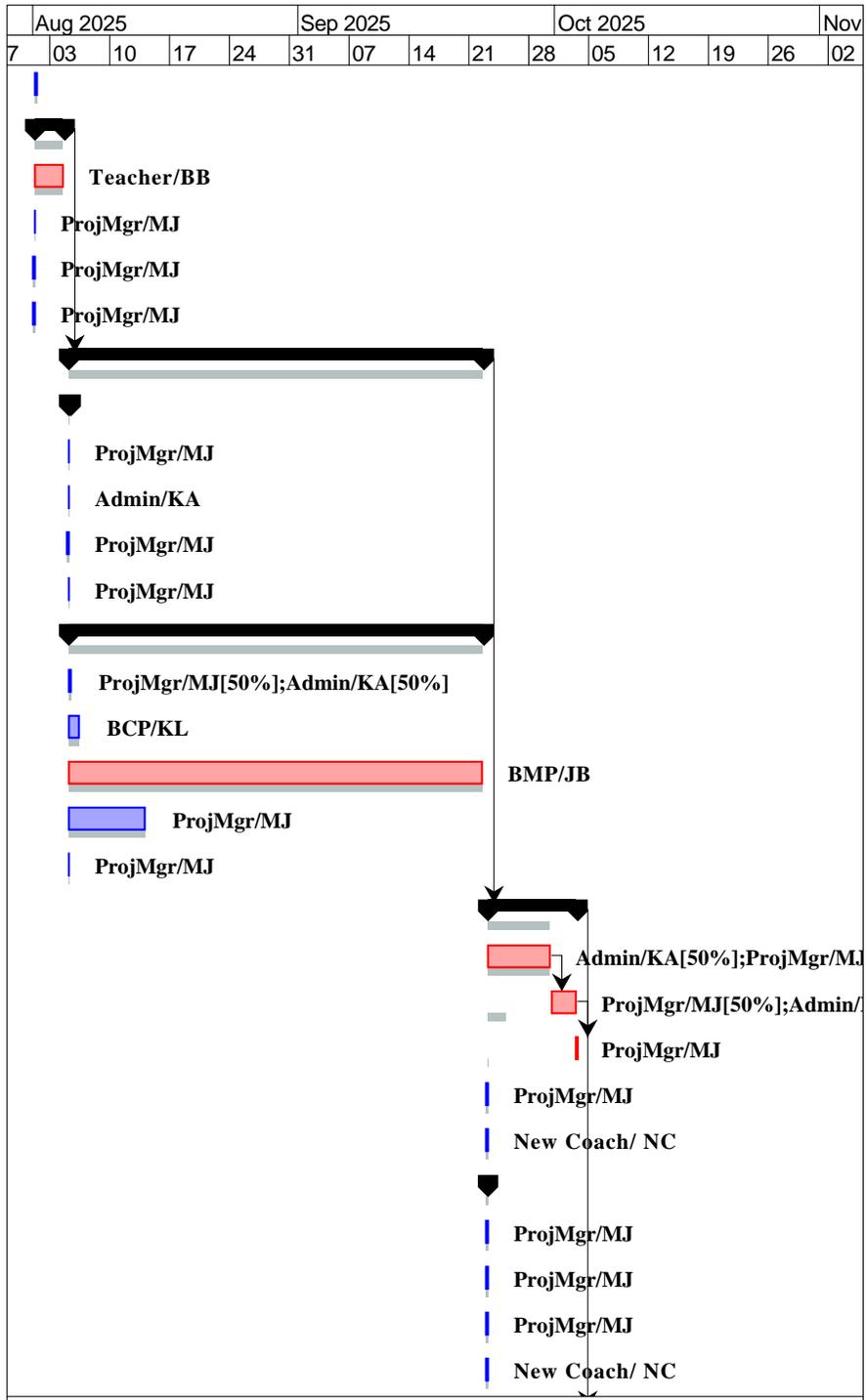
Aug 2025 | Sep 2025 | Oct 2025 | Nov

| 7 | 03 | 10 | 17 | 24 | 31 | 07 | 14 | 21 | 28 | 05 | 12 | 19 | 26 | 02 |

Teacher/BB

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

Admin/KA

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ[50%];Admin/KA[50%]

BCP/KL

BMP/JB

ProjMgr/MJ

ProjMgr/MJ

Admin/KA[50%];ProjMgr/MJ

ProjMgr/MJ[50%];Admin/

ProjMgr/MJ

ProjMgr/MJ

New Coach/ NC

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

New Coach/ NC

| 7 | 03 | 10 | 17 | 24 | 31 | 07 | 14 | 21 | 28 | 05 | 12 | 19 | 26 | 02 |

BCP/KL[50%];ProjMgr/MJ

New Coach/ NC

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

New Coach/ NC

New Coach/ NC

New Coach/ NC

New Coach/ NC

New Coach/ NC

New Coach/ NC

BCP/KL

Admin/KA

ProjMgr/MJ

Admin/KA

Admin/KA

Admin/KA

BCP/KL

Admin/KA

New Coach/ NC

New Coach/ NC

ProjMgr/MJ

New Coach/ NC

ProjMgr/MJ

ProjMgr/MJ

New Coach/ NC

AthTrainer/JB

Admin/KA

New Coach/ NC

New Coach/ NC

New Coach/ NC

ProjMgr/MJ

New Coach/ NC

JV/V Soccer Program Laun...
Duration 1 day?
Start   8/1/25, 8:00AM
Finish   8/1/25, 5:00PM

Program Planning and Appr...
Duration 2 days
Start   8/1/25, 8:00AM
Finish   8/4/25, 5:00PM

Student Survey
Duration 2 days
Start   8/1/25, 8:00AM
Finish   8/4/25, 5:00PM

Project Charter
Duration 0.15 days
Start   8/1/25, 8:00AM
Finish   8/1/25, 9:12AM

Meet with Admistration
Duration 0.02 days
Start   8/1/25, 8:00AM
Finish   8/1/25, 8:09AM

Board Meeting/ Approval
Duration 0.03 days
Start   8/1/25, 8:00AM
Finish   8/1/25, 8:14AM

Budget and Funding
Duration 35 days
Start   8/5/25, 8:00AM
Finish   9/22/25, 5:00PM

Project Scope
Duration 0.12 days
Start   8/5/25, 8:00AM
Finish   8/5/25, 8:57AM

Equipment
Duration 0.1 days
Start   8/5/25, 8:00AM
Finish   8/5/25, 8:48AM

Facility Cost
Duration 0.12 days
Start   8/5/25, 8:00AM
Finish   8/5/25, 8:57AM

Facility Cost
Duration 0.12 days
Start   8/5/25, 8:00AM
Finish   8/5/25, 8:57AM

Coaches Pay
Duration 0.03 days
Start   8/5/25, 8:00AM
Finish   8/5/25, 8:14AM

Field Maintenance
Duration 0.11 days
Start   8/5/25, 8:00AM
Finish   8/5/25, 8:52AM

Funding Sources
Duration 35 days
Start   8/5/25, 8:00AM
Finish   9/22/25, 5:00PM

School Athletic Budget
Duration 1 day
Start   8/5/25, 8:00AM
Finish   8/5/25, 5:00PM

Booster Club Sponsorship
Duration 2 days
Start   8/5/25, 8:00AM
Finish   8/6/25, 5:00PM

Community Sponsorship an..
Duration 35 days
Start   8/5/25, 8:00AM
Finish   9/22/25, 5:00PM

Fund Raising Events
Duration 7.17 days
Start   8/5/25, 8:00AM
Finish   8/14/25, 9:21AM

Manage Funds
Duration 0.11 days
Start   8/5/25, 8:00AM
Finish   8/5/25, 8:52AM

Staffing and Policies
Duration 8.895 days
Start   9/23/25, 8:00AM
Finish   10/3/25, 4:09PM

Hire Varsity Head Coach

Hire JV coach/ Assistants

Background Checks and Ru..

Finish 8/5/25, 8:52AM

Finish 10/3/25, 4:09PM

Hire Varsity Head Coach
Duration 5.83 days
Start 9/23/25, 8:00AM
Finish 9/30/25, 3:38PM

Hire JV coach/ Assistants
Duration 2.915 days
Start 9/30/25, 3:38PM
Finish 10/3/25, 2:57PM

Background Checks and Ru..
Duration 0.15 days
Start 10/3/25, 2:57PM
Finish 10/3/25, 4:09PM

Athletic Code of Conduct
Duration 0.02 days
Start 9/23/25, 8:00AM
Finish 9/23/25, 8:09AM

Team Rules
Duration 0.02 days
Start 9/23/25, 8:00AM
Finish 9/23/25, 8:09AM

Athletic Training Room
Duration 0.02 days
Start 9/23/25, 8:00AM
Finish 9/23/25, 8:09AM

Athletic Training Services
Duration 0.01 days
Start 9/23/25, 8:00AM
Finish 9/23/25, 8:04AM

Injury Protocol
Duration 0.01 days
Start 9/23/25, 8:00AM
Finish 9/23/25, 8:04AM

Training Room Rules
Duration 0.02 days
Start 9/23/25, 8:00AM
Finish 9/23/25, 8:09AM

Players Waivers and Insura...
Duration 0.01 days
Start 9/23/25, 8:00AM
Finish 9/23/25, 8:04AM

Equipment and Facilities
Duration 0.067 days
Start 10/3/25, 4:09PM
Finish 10/3/25, 4:41PM

Equipment Inventory (In Hou.
Duration 0.067 days
Start 10/3/25, 4:09PM
Finish 10/3/25, 4:41PM

Purchase New Equipment
Duration 0.067 days
Start 10/3/25, 4:09PM
Finish 10/3/25, 4:41PM

ks and Ru..

7PM
9PM

acilities

9PM
1PM

Equipment Inventory (In Hou.
Duration 0.067 days
Start 10/3/25, 4:09PM
Finish 10/3/25, 4:41PM

Purchase New Equipment
Duration 0.067 days
Start 10/3/25, 4:09PM
Finish 10/3/25, 4:41PM

Order Gear & Uniforms
Duration 0.05 days
Start 10/3/25, 4:09PM
Finish 10/3/25, 4:33PM

Secure Practice and Game ...
Duration 0.02 days
Start 10/3/25, 4:09PM
Finish 10/3/25, 4:19PM

Prepare Fields
Duration 0.04 days
Start 10/3/25, 4:09PM
Finish 10/3/25, 4:28PM

Goal Set up
Duration 0.02 days
Start 10/3/25, 4:09PM
Finish 10/3/25, 4:19PM

Mark Field Lines
Duration 0.04 days
Start 10/3/25, 4:09PM
Finish 10/3/25, 4:28PM

Benches
Duration 0.02 days
Start 10/3/25, 4:09PM
Finish 10/3/25, 4:19PM

Set Up Corner Flags
Duration 0.02 days
Start 10/3/25, 4:09PM
Finish 10/3/25, 4:19PM

Pylons
Duration 0.01 days
Start 10/3/25, 4:09PM
Finish 10/3/25, 4:14PM

Schedule Field Maintenance
Duration 0.01 days
Start 10/3/25, 4:09PM

Scheduling and Operations
Duration 0.06 days

Schedule Field Maintenance
Duration 0.01 days
Start   10/3/25, 4:09PM
Finish   10/3/25, 4:14PM

Join MHSAA & LCAA
Duration 0.03 days
Start   10/3/25, 4:41PM
Finish   10/3/25, 4:56PM

Create Practice and Game ...
Duration 0.03 days
Start   10/3/25, 4:41PM
Finish   10/3/25, 4:56PM

Create Bus Schedule for A...
Duration 0.03 days
Start   10/3/25, 4:56PM
Finish   10/6/25, 8:10AM

Hire Game Officials and Ref...
Duration 0.03 days
Start   10/3/25, 4:41PM
Finish   10/3/25, 4:56PM

Annouce Try-Outs
Duration 0.015 days
Start   10/6/25, 8:10AM
Finish   10/6/25, 8:17AM

Conduct Team Try-Outs
Duration 0.07 days
Start   10/6/25, 8:17AM
Finish   10/6/25, 8:51AM

Evaluate Players
Duration 0.08 days
Start   10/6/25, 8:10AM
Finish   10/6/25, 8:48AM

Establish JV and Varsity Ro...
Duration 0.04 days
Start   10/6/25, 8:48AM
Finish   10/6/25, 9:08AM

Check Player Eligibility
Duration 0.06 days
Start   10/6/25, 8:10AM
Finish   10/6/25, 8:39AM

Team Rules
Duration 0.06 days
Start   10/6/25, 8:10AM
Finish   10/6/25, 8:39AM

Scheduling and Operations
Duration 0.06 days
Start 10/3/25, 4:41PM
Finish 10/6/25, 8:10AM

Establish Rosters
Duration 0.12 days
Start 10/6/25, 8:10AM
Finish 10/6/25, 9:08AM

Launch and Promotion
Duration 0.11 days
Start 10/6/25, 9:08AM
Finish 10/6/25, 10:00AM
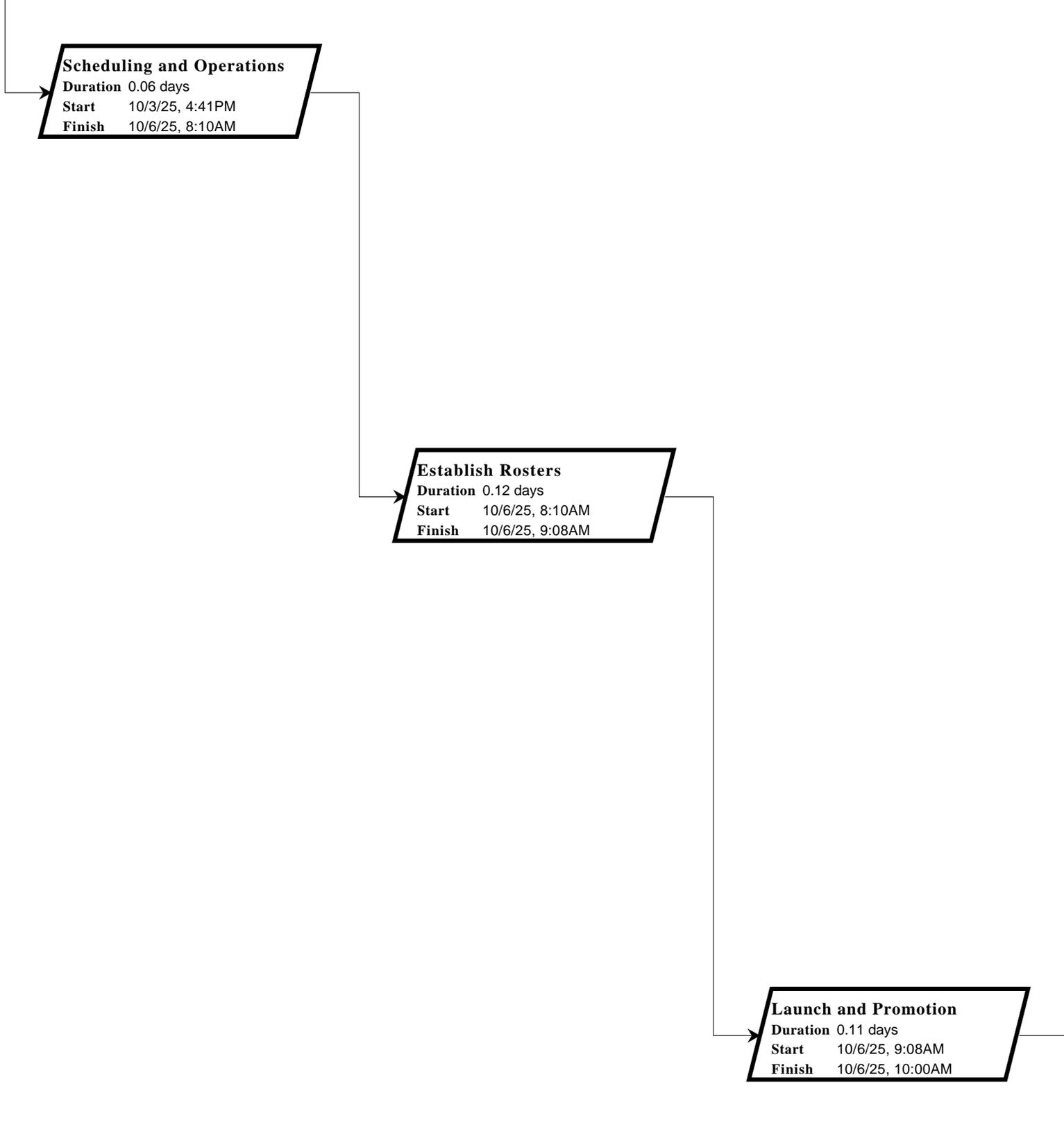
Duration 0.06 days
Start 10/6/25, 8:10AM
Finish 10/6/25, 8:39AM

Promotional Material
Duration 0.11 days
Start 10/6/25, 9:08AM
Finish 10/6/25, 10:00AM

Flyers
Duration 0.11 days
Start 10/6/25, 9:08AM
Finish 10/6/25, 10:00AM

School Annoucements
Duration 0.1 days
Start 10/6/25, 9:08AM
Finish 10/6/25, 9:56AM

Social Media
Duration 0.1 days
Start 10/6/25, 9:08AM
Finish 10/6/25, 9:56AM

School Website
Duration 0.1 days
Start 10/6/25, 9:08AM
Finish 10/6/25, 9:56AM

Community Launch
Duration 0.06 days
Start 10/6/25, 9:08AM
Finish 10/6/25, 9:36AM

Newsletter
Duration 0.06 days
Start 10/6/25, 9:08AM
Finish 10/6/25, 9:36AM

Website
Duration 0.06 days
Start 10/6/25, 9:08AM
Finish 10/6/25, 9:36AM

Local Media
Duration 0.03 days
Start 10/6/25, 9:08AM
Finish 10/6/25, 9:22AM

School Alert System
Duration 0.03 days
Start 10/6/25, 9:08AM
Finish 10/6/25, 9:22AM

Duration	0.11 days
Start	10/6/25, 9:08AM
Finish	10/6/25, 10:00AM

School Alert System
Duration 0.03 days
Start   10/6/25, 9:08AM
Finish   10/6/25, 9:22AM

Kick-Off Meeting with Paren...
Duration 0.03 days
Start   10/6/25, 9:08AM
Finish   10/6/25, 9:22AM

Local Media and Social Med...
Duration 0.03 days
Start   10/6/25, 9:08AM
Finish   10/6/25, 9:22AM

Team Social Media Account
Duration 0.03 days
Start   10/6/25, 9:08AM
Finish   10/6/25, 9:22AM

Local Paper & Radio
Duration 0.03 days
Start   10/6/25, 9:08AM
Finish   10/6/25, 9:22AM

Routine Practice
Duration 0.09 days
Start   10/6/25, 10:00AM
Finish   10/6/25, 10:44AM

Scheduled Games
Duration 0.12 days
Start   10/6/25, 10:00AM
Finish   10/6/25, 10:58AM

Conference Games
Duration 0.07 days
Start   10/6/25, 10:00AM
Finish   10/6/25, 10:34AM

Non-Conference Games
Duration 0.12 days
Start   10/6/25, 10:00AM
Finish   10/6/25, 10:58AM

Record Team and Player St...
Duration 0.17 days
Start   10/6/25, 10:00AM
Finish   10/6/25, 11:22AM

Injuries and Safety Protocols

In- Season Assignment

Duration	0.17 days
Start	10/6/25, 10:00AM
Finish	10/6/25, 11:22AM

Assignments

7 days

/6/25, 10:00AM

/6/25, 11:22AM

Start 10/6/25, 10:00AM
Finish 10/6/25, 11:22AM

Injuries and Safety Protocols
Duration 0.03 days
Start 10/6/25, 10:00AM
Finish 10/6/25, 10:15AM

Weekly Academic Eigibility ...
Duration 0.03 days
Start 10/6/25, 10:00AM
Finish 10/6/25, 10:15AM

Player Surveys/ Evaluation
Duration 0.1 days
Start 10/6/25, 11:22AM
Finish 10/6/25, 1:10PM

Equipment Inventory/ Clean ..
Duration 0.12 days
Start 10/6/25, 11:22AM
Finish 10/6/25, 1:20PM

Staff Evaluation
Duration 0.05 days
Start 10/6/25, 11:22AM
Finish 10/6/25, 11:46AM

1 on 1 with Head Coach
Duration 0.05 days
Start 10/6/25, 11:22AM
Finish 10/6/25, 11:46AM

Head Coach Evaluation
Duration 0.05 days
Start 10/6/25, 11:22AM
Finish 10/6/25, 11:46AM

Changes for Next Season
Duration 0.03 days
Start 10/6/25, 11:22AM
Finish 10/6/25, 11:36AM

End of Season Assessment
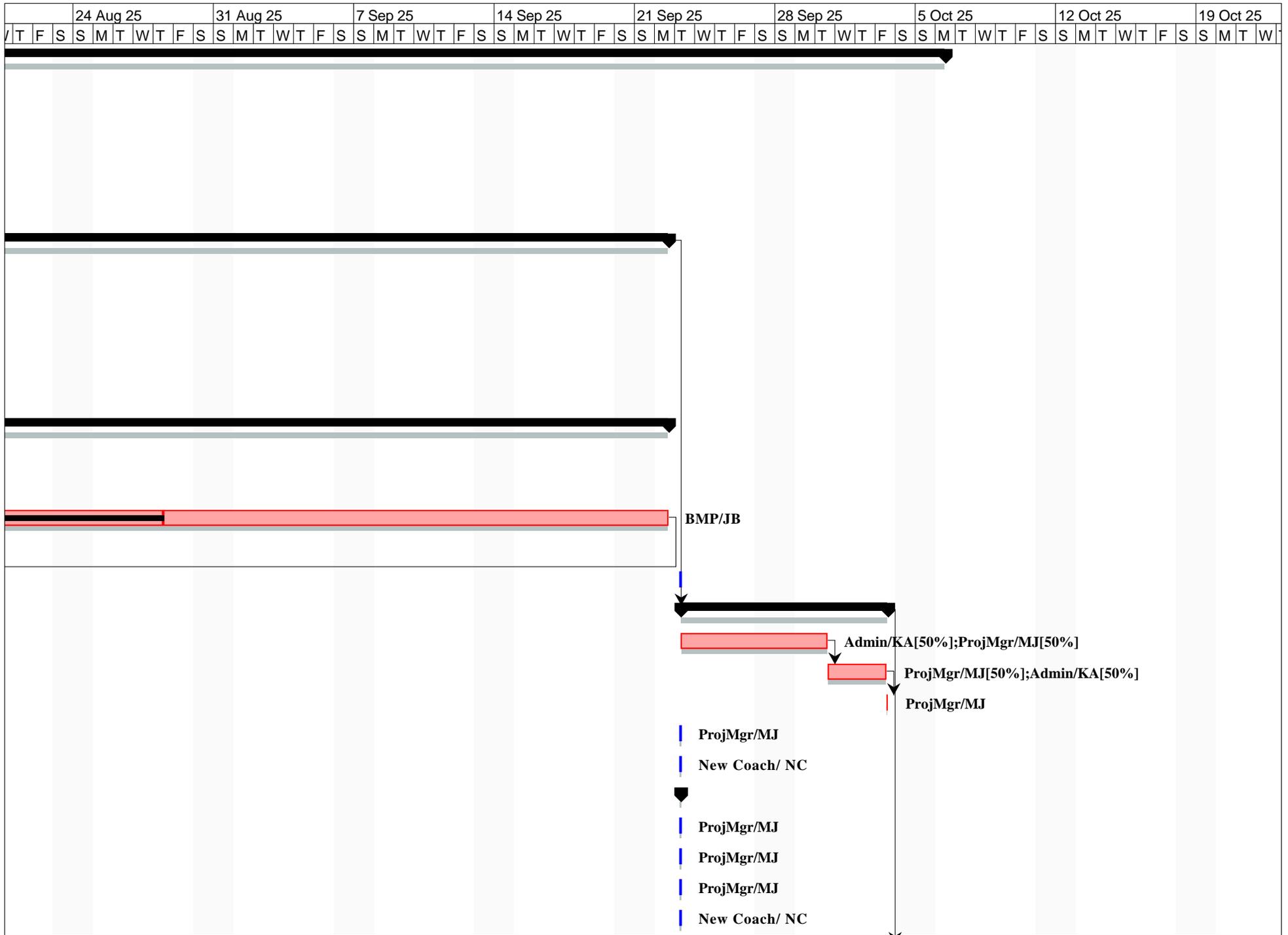
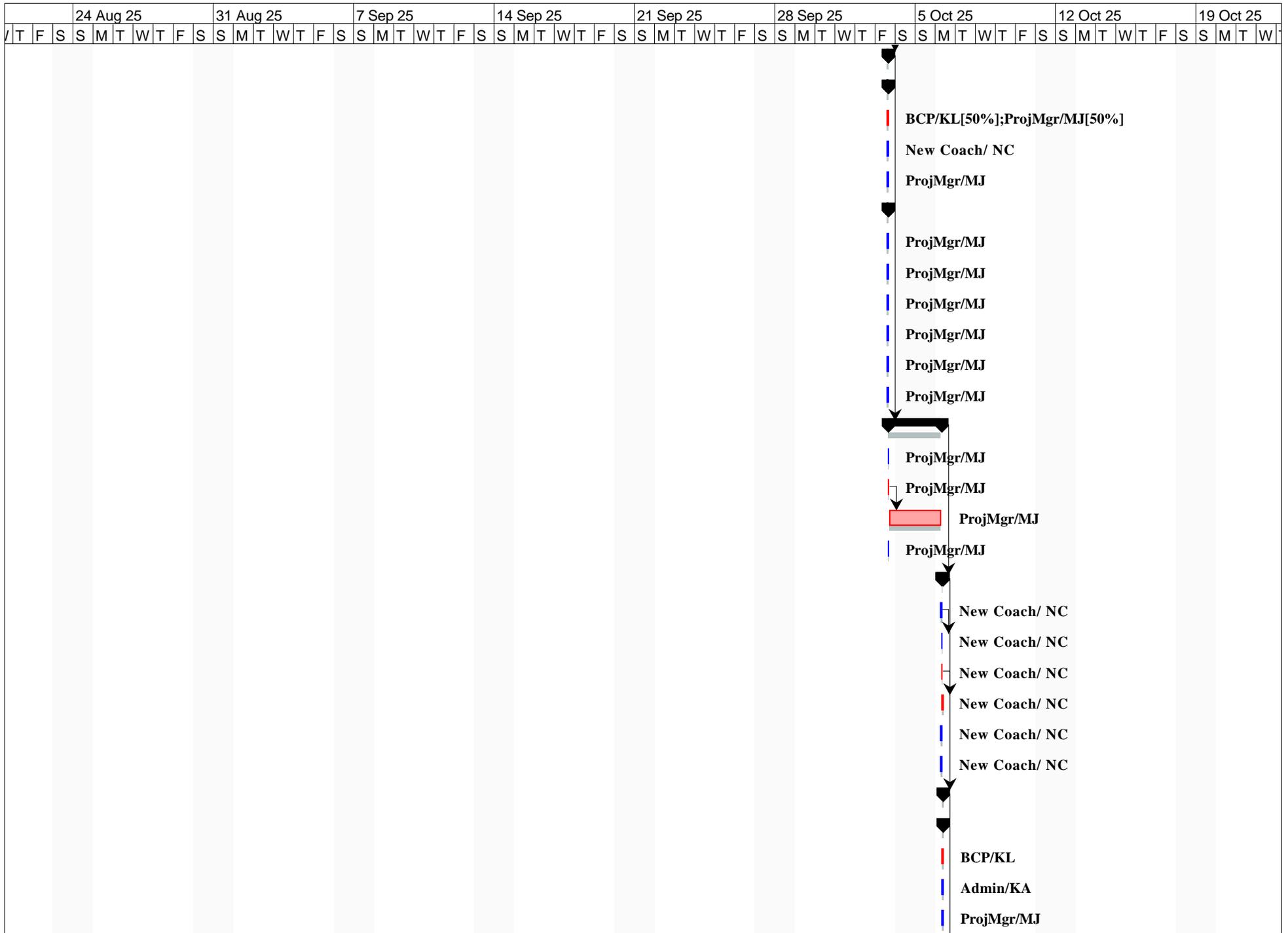|	
Duration	0.12 days
Start	10/6/25, 11:22AM
Finish	10/6/25, 1:20PM

		Name	Percent Complete	Duration	S...	F...	Predecessors	Actual Cost
1		**JV/V Soccer Program Launch**	**45%**	**46.542 days**	...	...		**$4727.64**
2	✔	**Program Planning and Approval**	**100%**	**2 days**	...	...		**$537.66**
3	✔	Student Survey	100%	2 days	...	...		$440.80
4	✔	Project Charter	100%	0.15 days	...	...		$72.65
5	✔	Meet with Admistration	100%	0.02 days	...	...		$9.69
6	✔	Board Meeting/ Approval	100%	0.03 days	...	...		$14.53
7		**Budget and Funding**	**62%**	**35 days**	...	...	2	**$4189.98**
8	✔	**Project Scope**	**100%**	**0.12 days**	...	...		**$180.57**
9	✔	Equipment	100%	0.1 days	...	...		$48.43
10	✔	Facility Cost	100%	0.12 days	...	...		$64.33
11	✔	Coaches Pay	100%	0.03 days	...	...		$14.53
12	✔	Field Maintenance	100%	0.11 days	...	...		$53.28
13		**Funding Sources**	**62%**	**35 days**	...	...		**$3982.77**
14	✔	School Athletic Budget	100%	1 day	...	...		$510.20
15	✔	Booster Club Sponsorship	100%	2 days	...	...		$0.00
16		Community Sponsorship and Donations	50%	35 days	...	...		$0.00
17	✔	Fund Raising Events	100%	7.17 days	...	...		$3472.57
18		Manage Funds	50%	0.11 days	...	...	16	$26.64
19		**Staffing and Policies**	**0%**	**8.895 days**	...	...	7	**$0.00**
20		Hire Varsity Head Coach	0%	5.83 days	...	...		$0.00
21		Hire JV coach/ Assistants	0%	2.915 days	...	...	20	$0.00
22		Background Checks and Rules Meeting	0%	0.15 days	...	...	21	$0.00
23		Athletic Code of Conduct	0%	0.02 days	...	...		$0.00
24		Team Rules	0%	0.02 days	...	...		$0.00
25		**Athletic Training Room**	**0%**	**0.02 days**	...	...		**$0.00**
26		Athletic Training Services	0%	0.01 days	...	...		$0.00
27		Injury Protocol	0%	0.01 days	...	...		$0.00
28		Training Room Rules	0%	0.02 days	...	...		$0.00
29		Players Waivers and Insurance	0%	0.01 days	...	...		$0.00

BCWS	Baseline Cost	Cost	Resource Names	Gantt
				3 Aug 25 — 10 Aug 25 — 17 Aug 25
				T W T F S S M T W T F S S M T W T F S S M T W
$4754.28	**$9865.58**	**$9865.58**		
$537.66	**$537.66**	**$537.66**		
$440.80	$440.80	$440.80	Teacher/BB	Teacher/BB
$72.65	$72.65	$72.65	ProjMgr/MJ	ProjMgr/MJ
$9.69	$9.69	$9.69	ProjMgr/MJ	ProjMgr/MJ
$14.53	$14.53	$14.53	ProjMgr/MJ	ProjMgr/MJ
$4216.62	**$4216.62**	**$4216.62**		
$180.57	**$180.57**	**$180.57**		
$48.43	$48.43	$48.43	ProjMgr/MJ	ProjMgr/MJ
$64.33	$64.33	$64.33	Admin/KA	Admin/KA
$14.53	$14.53	$14.53	ProjMgr/MJ	ProjMgr/MJ
$53.28	$53.28	$53.28	ProjMgr/MJ	ProjMgr/MJ
$3982.77	**$3982.77**	**$3982.77**		
$510.20	$510.20	$510.20	ProjMgr/MJ[50%];Admin/KA…	ProjMgr/MJ[50%];Admin/KA[50%]
$0.00	$0.00	$0.00	BCP/KL	BCP/KL
$0.00	$0.00	$0.00	BMP/JB	
$3472.57	$3472.57	$3472.57	ProjMgr/MJ	ProjMgr/MJ
$53.28	$53.28	$53.28	ProjMgr/MJ	ProjMgr/MJ
$0.00	**$4564.10**	**$4564.10**		
$0.00	$2974.47	$2974.47	Admin/KA[50%];ProjMgr/MJ…	
$0.00	$1487.23	$1487.23	ProjMgr/MJ[50%];Admin/KA…	
$0.00	$72.65	$72.65	ProjMgr/MJ	
$0.00	$9.69	$9.69	ProjMgr/MJ	
$0.00	$0.46	$0.46	New Coach/ NC	
$0.00	**$19.37**	**$19.37**		
$0.00	$4.84	$4.84	ProjMgr/MJ	
$0.00	$4.84	$4.84	ProjMgr/MJ	
$0.00	$9.69	$9.69	ProjMgr/MJ	
$0.00	$0.23	$0.23	New Coach/ NC	

BMP/JB

Admin/KA[50%];ProjMgr/MJ[50%]

ProjMgr/MJ[50%];Admin/KA[50%]

ProjMgr/MJ

ProjMgr/MJ

New Coach/ NC

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

New Coach/ NC

		Name	Percent Complete	Duration	S...	F...	Predecessors	Actual Cost
30		**Equipment and Facilities**	**0 %**	**0.067 days**	...	...	19	**$0.00**
31		**Equipment Inventory (In House)**	**0 %**	**0.067 days**	...	...		**$0.00**
32		Purchase New Equipment	0%	0.067 days	...	...		$0.00
33		Order Gear & Uniforms	0%	0.05 days	...	...		$0.00
34		Secure Practice and Game Fields	0%	0.02 days	...	...		$0.00
35		**Prepare Fields**	**0 %**	**0.04 days**	...	...		**$0.00**
36		Goal Set up	0%	0.02 days	...	...		$0.00
37		Mark Field Lines	0%	0.04 days	...	...		$0.00
38		Benches	0%	0.02 days	...	...		$0.00
39		Set Up Corner Flags	0%	0.02 days	...	...		$0.00
40		Pylons	0%	0.01 days	...	...		$0.00
41		Schedule Field Maintenance	0%	0.01 days	...	...		$0.00
42		**Scheduling and Operations**	**0 %**	**0.06 days**	...	...	30	**$0.00**
43		Join MHSAA & LCAA	0%	0.03 days	...	...		$0.00
44		Create Practice and Game Schedule	0%	0.03 days	...	...		$0.00
45		Create Bus Schedule for Away Games	0%	0.03 days	...	...	44	$0.00
46		Hire Game Officials and Referees	0%	0.03 days	...	...		$0.00
47		**Establish Rosters**	**0 %**	**0.12 days**	...	...	42	**$0.00**
48		Annouce Try-Outs	0%	0.015 days	...	...		$0.00
49		Conduct Team Try-Outs	0%	0.07 days	...	...	48	$0.00
50		Evaluate Players	0%	0.08 days	...	...		$0.00
51		Establish JV and Varsity Roster	0%	0.04 days	...	...	50	$0.00
52		Check Player Eligibility	0%	0.06 days	...	...		$0.00
53		Team Rules	0%	0.06 days	...	...		$0.00
54		**Launch and Promotion**	**0 %**	**0.11 days**	...	...	47	**$0.00**
55		**Promotional Material**	**0 %**	**0.11 days**	...	...		**$0.00**
56		Flyers	0%	0.11 days	...	...		$0.00
57		School Annoucements	0%	0.1 days	...	...		$0.00
58		Social Media	0%	0.1 days	...	...		$0.00

BCWS	Baseline Cost	Cost	Resource Names	3 Aug 25						10 Aug 25							17 Aug 25		
				T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
$0.00	**$77.04**	**$77.04**																	
$0.00	**$8.07**	**$8.07**																	
$0.00	$8.07	$8.07	BCP/KL[50%];ProjMgr/MJ[5...																
$0.00	$1.16	$1.16	New Coach/ NC																
$0.00	$9.69	$9.69	ProjMgr/MJ																
$0.00	**$53.28**	**$53.28**																	
$0.00	$9.69	$9.69	ProjMgr/MJ																
$0.00	$19.37	$19.37	ProjMgr/MJ																
$0.00	$9.69	$9.69	ProjMgr/MJ																
$0.00	$9.69	$9.69	ProjMgr/MJ																
$0.00	$4.84	$4.84	ProjMgr/MJ																
$0.00	$4.84	$4.84	ProjMgr/MJ																
$0.00	**$58.12**	**$58.12**																	
$0.00	$14.53	$14.53	ProjMgr/MJ																
$0.00	$14.53	$14.53	ProjMgr/MJ																
$0.00	$14.53	$14.53	ProjMgr/MJ																
$0.00	$14.53	$14.53	ProjMgr/MJ																
$0.00	**$7.54**	**$7.54**																	
$0.00	$0.35	$0.35	New Coach/ NC																
$0.00	$1.62	$1.62	New Coach/ NC																
$0.00	$1.86	$1.86	New Coach/ NC																
$0.00	$0.93	$0.93	New Coach/ NC																
$0.00	$1.39	$1.39	New Coach/ NC																
$0.00	$1.39	$1.39	New Coach/ NC																
$0.00	**$251.98**	**$251.98**																	
$0.00	**$155.65**	**$155.65**																	
$0.00	$0.00	$0.00	BCP/KL																
$0.00	$53.61	$53.61	Admin/KA																
$0.00	$48.43	$48.43	ProjMgr/MJ																

BCP/KL[50%];ProjMgr/MJ[50%]

New Coach/ NC

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

ProjMgr/MJ

New Coach/ NC

New Coach/ NC

New Coach/ NC

New Coach/ NC

New Coach/ NC

New Coach/ NC

BCP/KL

Admin/KA

ProjMgr/MJ

T	F	S	S	M	T	W	T	F	S	S	M	T	W
			26 Oct 25								2 Nov 25		

		Name	Percent Complete	Duration	S...	F...	Predecessors	Actual Cost
59		School Website	0%	0.1 days	...	...		$0.00
60		**Community Launch**	**0 %**	**0.06 days**	...	...		**$0.00**
61		Newsletter	0%	0.06 days	...	...		$0.00
62		Website	0%	0.06 days	...	...		$0.00
63		Local Media	0%	0.03 days	...	...		$0.00
64		School Alert System	0%	0.03 days	...	...		$0.00
65		Kick-Off Meeting with Parents and Athletes	0%	0.03 days	...	...		$0.00
66		**Local Media and Social Media Cover...**	**0 %**	**0.03 days**	...	...		**$0.00**
67		Team Social Media Account	0%	0.03 days	...	...		$0.00
68		Local Paper & Radio	0%	0.03 days	...	...		$0.00
69		**In- Season Assignments**	**0 %**	**0.17 days**	...	...	5 4	**$0.00**
70		Routine Practice	0%	0.09 days	...	...		$0.00
71		**Scheduled Games**	**0 %**	**0.12 days**	...	...		**$0.00**
72		Conference Games	0%	0.07 days	...	...		$0.00
73		Non-Conference Games	0%	0.12 days	...	...		$0.00
74		Record Team and Player Stats	0%	0.17 days	...	...		$0.00
75		Injuries and Safety Protocols	0%	0.03 days	...	...		$0.00
76		Weekly Academic Eigibility Check	0%	0.03 days	...	...		$0.00
77		**End of Season Assessment**	**0 %**	**0.12 days**	...	...	6 9	**$0.00**
78		Player Surveys/ Evaluation	0%	0.1 days	...	...		$0.00
79		Equipment Inventory/ Clean up	0%	0.12 days	...	...		$0.00
80		**Staff Evaluation**	**0 %**	**0.05 days**	...	...		**$0.00**
81		1 on 1 with Head Coach	0%	0.05 days	...	...		$0.00
82		Head Coach Evaluation	0%	0.05 days	...	...		$0.00
83		Changes for Next Season	0%	0.03 days	...	...		$0.00

BCWS	Baseline Cost	Cost	Resource Names	3 Aug 25	10 Aug 25	17 Aug 25
				T W T F S	S M T W T F S	S M T W T F S	S M T W
$0.00	$53.61	$53.61	Admin/KA			
$0.00	**$80.41**	**$80.41**				
$0.00	$32.16	$32.16	Admin/KA			
$0.00	$32.16	$32.16	Admin/KA			
$0.00	$0.00	$0.00	BCP/KL			
$0.00	$16.08	$16.08	Admin/KA			
$0.00	$0.70	$0.70	New Coach/ NC			
$0.00	**$15.23**	**$15.23**				
$0.00	$0.70	$0.70	New Coach/ NC			
$0.00	$14.53	$14.53	ProjMgr/MJ			
$0.00	**$121.34**	**$121.34**				
$0.00	$2.09	$2.09	New Coach/ NC			
$0.00	**$92.02**	**$92.02**				
$0.00	$33.90	$33.90	ProjMgr/MJ			
$0.00	$58.12	$58.12	ProjMgr/MJ			
$0.00	$3.94	$3.94	New Coach/ NC			
$0.00	$7.21	$7.21	AthTrainer/JB			
$0.00	$16.08	$16.08	Admin/KA			
$0.00	**$31.18**	**$31.18**				
$0.00	$2.32	$2.32	New Coach/ NC			
$0.00	$2.78	$2.78	New Coach/ NC			
$0.00	**$1.16**	**$1.16**				
$0.00	$1.16	$1.16	New Coach/ NC			
$0.00	$24.22	$24.22	ProjMgr/MJ			
$0.00	$0.70	$0.70	New Coach/ NC			

Admin/KA

Admin/KA

Admin/KA

BCP/KL

Admin/KA

New Coach/ NC

New Coach/ NC

ProjMgr/MJ

New Coach/ NC

ProjMgr/MJ

ProjMgr/MJ

New Coach/ NC

AthTrainer/JB

Admin/KA

New Coach/ NC

New Coach/ NC

New Coach/ NC

ProjMgr/MJ

New Coach/ NC

T	F	S	S	M	T	W	T	F	S	S	M	T	W
			26 Oct 25							2 Nov 25			

Project Management Strategies: JV/V HS Soccer Team Implementation

Project Vision across the Team

- Clearly communicate the mission: "Establish a competitive, inclusive, and spirited soccer program that enhances school pride and student development."
- Hold an initial kickoff meeting with coaches, students, and parents to share objectives, timelines, and expectations.
- Use visuals (logo, slogan, promotional materials) to reinforce team identity and goals.

Leadership

- Assign a Project Lead (Athletic Director: Melissa Jordan) for overall accountability.
- Empower the Head Coach to oversee training, competition planning, and player development w/ help from Athletic Director
- Maintain open-door communication for feedback and suggestions.

Conflict Resolution Strategy

- Address player or parent concerns privately and promptly.
- Implement a written Code of Conduct/ Team Rules for players, parents, and coaches.
- Use mediation (Athletic Director) for disputes between staff or volunteers.

Motivating

- Recognize achievements in meetings, newsletters, local media, and social media.
- Set small, attainable goals to build confidence.
- Encourage team bonding through community events and team-building exercises.

Meeting Patterns

- Weekly Coaching Staff Meetings for progress review.
- Bi-weekly Project Committee Meetings for budget, equipment, and scheduling updates.
- Bi- Monthly Parent & Booster Meetings for fundraising and event planning.

Communication Tools

- Zoom (Video Chat) for staff coordination.
- Remind App for quick updates to players and parents.
- Google Drive for shared calendars, budgets, and forms.

Selecting the Right People for Each Task

- Assign Critical Path tasks such as uniform ordering, league registration, and field reservation to detail-oriented, deadline-focused staff.
- Non-Critical Path tasks (special events, fundraising) can be managed by booster volunteers.
- Allow Critical Path task owners scheduled time off only during non-critical gaps to avoid delays.

Critical Path People Management

- Keep highly reliable staff on Critical Path tasks from start to finish.
- Monitor task handoffs closely to prevent bottlenecks.

Project Tracking & Control

- Use a Gantt chart to monitor progress against milestones.
- Maintain a live budget spreadsheet with actual vs. planned costs. Using EVM
- For delays, reallocate resources, authorize overtime, or adjust lower-priority tasks.

Reporting

- Provide progress reports to Principal/Senior Management monthly during pre-launch.
- Submit weekly brief status updates during the final month before launch.
- Share highlights and metrics with the school board and community post-launch.