

PRM300 - Week 1 - Project Selection Form Template

Project Name	Relocating Acme Inc's office from Park Drive to 5 th Avenue
Date	3/1/2019
Project Manager	John Smith
Problem Statement	The existing lease for the Acme Inc's Park Drive facility is coming up for renewal on July 15, 2019 and the landlord is raising the rent by 25%. Acme's management team is not willing to pay the increased rent. Additionally, the current office will not be able to accommodate 10 new employees expected to start in 2019. A new lease has been found that will allow Acme's management team to keep their rent expenses within their budget and allow additional room for expanding their workforce.
Project Charter Statement	Move of Acme Inc's office from Park Drive to 5 th Avenue during the upcoming 4 th of July weekend. The project will include moving office furniture, documents, computers, peripherals, and related accessories. This project will exclude tasks related to updating website, reordering stationary, and customer communication.

Note: Once you have completed this form, take a screen shot, and embed it in the "Week 1 – Learning Activity" discussion thread.