

HOW TO CREATE A CHART IN WORD DOCUMENT

A charter is a formal, structured document that describes the goals, roles, duties, scope, and essential deliverables of a project, initiative, or team in the context of Word documents.

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The value of a Word document's charter is found in its capacity to offer an understandable, organised, and easily available framework for leading teams, projects, or initiatives. (Kerzner, 2017).

How to start

- Select insert>Chart
- Select the chart type
- Replace the default data with your own information
- Set Page Layout (go to the Layout Tab to set margins and set, also, the orientation
- Close the spreadsheet

PURPOSE

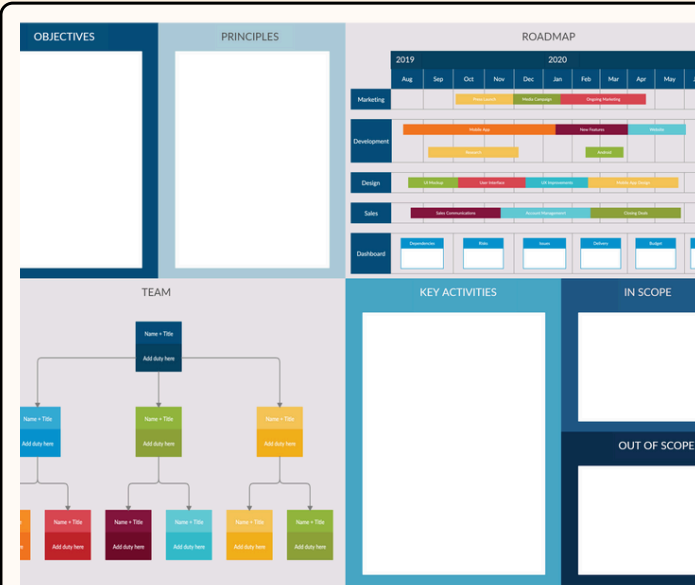
A chart Word document serves the fundamental function of offering an organised, understandable, and easily accessible framework that directs the planning, carrying out, and overseeing of a project while guaranteeing that all stakeholders have a common knowledge of the objectives, parameters, and responsibilities of the undertaking.

Advantage

Goals, roles, responsibilities, deadlines, and important deliverables are usually described in a charter. A Word document that contains a chart offers a clear, structured format that maintains the document's organisation and readability. A Word document's charter serves to precisely outline and convey the goals, parameters, roles, duties, and expectations of a certain project, initiative, or team. It is a foundational document that establishes the direction and tone of the future work.

References

Kerzner, H. (2017) *Project Management: A Systems Approach to Planning, Scheduling, and Controlling* 12th ed. Hoboken, NJ: John Wiley & Sons.



Conclusion

Finally, employing a chart The main components of a project, initiative, or team effort can be clearly defined and communicated using a Word document, which is structured, ordered, and easy to use. All team members and stakeholders can be brought into alignment by clearly defining the objectives, scope, roles, responsibilities, goals, schedules, and risks. Throughout the project lifecycle, this document is used as a reference, which enhances decision-making, accountability, and communication.