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| ESEIAAT |
| [Project Title]  [Acronym] |
| Deliverable 1  Project Charter |
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# Project Charter

## Project Purpose and Justification

*State the purpose of the project. Tie the purpose to the organization's strategic goals and objectives if possible. Tell the reader why this project is being started and what need is it fulfilling. Identify if there are any specific mandates, policies or laws that are driving this change.*

### Vision

*The vision for this project shall be defined considering*:

<https://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/lc-space-14-tec-2018-2019.html>

### Objectives

*The aim of this topic is to demonstrate, in a relevant environment, technologies, systems and sub-systems for EO. Proposals should demonstrate significant improvements in such areas as miniaturisation, power reduction, efficiency, versatility, and/or increased functionality, and should demonstrate at the viable extent complementarity to activities already funded by Member States and the European Space Agency. Proposals should also ensure system readiness for operational services and provide leverage on industry competitiveness, particularly on export markets.*

The key OBJECTIVES for this project are

* …

### Scope

*Each proposal shall address* ***only one*** *of the following subtopics:*

*a) Very high resolution optical EO for LEO and/or high resolution optical EO for GEO/HEO instrument technologies, with focus on improving payload (e.g. radiometric and spectral parameters, spatial resolution, swath), including detectors, materials and solutions for stable and large optomechanical elements and systems (e.g. lightweight telescope mirrors with metre-level diameter) focal planes, wave front error and line of sight control, high performance actuators, multispectral filters for large focal plane;.*

*b) Competitive remote sensing instruments and space systems: innovations supporting readiness advancements for next generation systems in the optical and radio frequency domains (active/passive), technologies enabling advanced system solutions (including small satellites possibly in convoy with existing space assets), on-board image processing and detectors for video imaging with increased swath and resolution, technologies for super- and hyperspectral imaging instruments with high performance, radio occultation sensors, low cost high resolution telescopes and radar imaging systems;*

*c) Disruptive technologies for remote sensing, as technology building blocks for innovative LiDAR (Light Detection And Ranging) and radar instruments (including cost-effective wide-swath altimetry and imaging systems), super-spectral and hyperspectral payloads with wide spectral and/or coverage, limb sounders and gravimetry payloads; high quantum efficiency photo detectors and high-precision optical beam scanning and pointing; advanced infrared (IR) technologies (optical filters, detectors and electronics);*

*d) On-board data processing: integrated multi-instrument on-board payload data processing for resource-constrained missions; solutions for high observation reactivity and real-time applications such as very high performance payload processing; on board data/image optimisation and compression for advanced video and image pre-processing as well as smart on-board data/image analysis; data flow optimisation for new missions, including impacts on the evolution of associated ground segment, for enhancement of overall processing power and speed over the full chain and for supporting massive data processing and machine learning in EO applications;*

*e) Advanced SAR/Radar technologies: step up maturity in new sensing concepts and technologies such as large and active antennas and reflectors, including multi-frequency concepts; enablers for digital beam-forming and beam-hopping interferometric systems, and for other concepts, such as large swath maritime surveillance radar, active sensing/processing of SAR ships, data fusion integration with new generation Automatic Identification Systems (AIS);*

*Low cost solutions based on components off the shelf (COTS) are encouraged. Participation of industry, in particular SMEs, is encouraged. Activities shall be complementary and create synergy with other European activities in the same domain.*

*To this end, proposals shall include the following tasks:*

* *Analysis of relevant available roadmaps, including roadmaps developed in the context of actions for the development of Key Enabling Technologies supported by the Union;*
* *Commercial assessment of the supply chain technology in the space or non-space domains and, if applicable, a business plan for commercialisation with a full range (preload) of recurring products.*

*The Commission considers that proposals requesting a contribution from the EU of between EUR 2 and 3 million would allow this specific challenge to be addressed appropriately. Nonetheless, this does not preclude submission and selection of proposals requesting other amounts.*

The SCOPE for this project is:

* …

The following items are considered to be OUT OF THE SCOPE of this project:

* …

## Project Description

*Explain what the project is, and how it will be accomplished. Explain the ultimate intended outcome of the project. This should serve as a brief introduction. Provide some background about the history of how the project got to this point.*

## High-Level Requirements

*Requirements include conditions or capabilities that are to be met by the project or present in the product, service, or result to satisfy an agreement or other formally imposed specification. Requirements include the quantified and documented needs and expecta1ions of the sponsor, customer, and other stakeholders.*

*These requirements need to be elicited, analysed, and recorded in enough detail to be included in the scope baseline and to be measured once project execution begins. Requirements become the foundation of the WBS. Cost, schedule, quality planning, and sometimes procurement are all based upon these requirements.*

## Acceptance Criteria

*A set of conditions that is required to be met before deliverables are accepted*

## High-Level Risks

*State the known risks. These risks are generally at a high level since not much is known about the details of the project yet.*

## Project deliverables

*State what is going to be delivered at the completion of the project:*

Table 1. List of deliverables

|  |  |  |
| --- | --- | --- |
| **Deliverable**  **Name** | **Description** | **Estimated due date** |
|  |  |  |
|  |  |  |

## Project milestones

*Identify the project milestones.*

Table 2. List of milestones

|  |  |  |
| --- | --- | --- |
| **Milestone**  **Name** | **Description** | **Estimated due date** |
|  |  |  |
|  |  |  |

## Project objectives

Table 3. Project objectives, success criteria and approval

|  |  |  |
| --- | --- | --- |
| **Project Objectives** | **Success Criteria** | **Approval Responsible** |
| **Scope:** | | |
|  |  |  |
| **Time:** | | |
|  |  |  |
| **Cost:** | | |
|  |  |  |
| **Quality:** | | |
|  |  |  |
| **Other:** | | |
|  |  |  |

## Estimated Budget

## Project organization

### Customers

The following customers are defined for this project:

Table 4. List of customers groups

|  |  |
| --- | --- |
| **Customer group** | **Customer representative** |
| EUROPEAN COMMISSION | The primary customer for this project is the European Commission. |
| …. | …. |

### Stakeholders

The following groups and organization are the key stakeholders in this project:

Table 5. List of stakeholders, roles and responsibilities

|  |  |
| --- | --- |
| **Stakeholder Name** | **Roles/Responsibilities** |
| … | … |
| … | … |
| …. | …. |

### Roles and responsibilities

The following key roles have been defined for this project:

Table 6. Roles and responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Resource Name | Organization | Responsibilities |
| Project Sponsor | Tutor name |  | ….. |
| Project Manager | Coordinator Name |  |  |
| Project Team |  |  |  |
| …. | … |  |  |

# Stakeholder identification

## Stakeholder analysis matrix

|  |  |
| --- | --- |
| **Power** |  |
|  |  |
| **Interest** | |

Figure 1. Stakeholder analysis matrix

## Stakeholder register

Table 7. Stakeholder register

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | **Role** | **Contact Information** | **Requirements** | **Expectations** | **Influence** | **Classification** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

Name – Stakeholders name

Position – Position in the organization

Role – The function they perform in the project

Contact Information – Correspondence and communication information

Requirements – High-level needs or wants for the project and/or product

Expectations – Expectations of the project or product

Influence – Level and type of influence on the project

Classification – A category of classification (Internal or External // Supporter, Influencer, Neutral, Reluctant, Opponent)