

The following is a guide line for your first project work. You have to prepare and submit your project charter and draft WBS within three weeks after lecture 4. The project charter should include but not limited to the following topics given below.

You don't have to create predecessor or successors of your Work Breakdown Structure yet. Remember your WBS is just a draft. You will work-on after confirmation of the Project Charter.

Project Title & Description

This section contains high level project description of the project. It explains the major components of the project and intended outcome of the project. It may also include some background about the history of how the project got to this point.

Purpose (Business Case)

This is a short summary directed to top management and those unfamiliar with the project. It contains a statement of the general goals of the project and a brief explanation of their relationship to the firm's objectives (i.e., the "Business Case," where we see how profits are gained). The Business Case includes not only market opportunities and profit potentials but also the needs of the organization, any customer requests for proposals, technological advancement opportunities, and regulatory, environmental, and social considerations.

Measurable Project Objectives

This contains a more detailed statement of the general goals of the project and their priorities, what constitutes success, and how the project will be terminated. The statement should include measurable objectives such as profit and competitive aims from the Business Case as well as technical goals based on the Statement of Work (generally abbreviated as SOW).

Schedules

This section outlines the various schedules and lists all milestone events and/or phase-gates. Each summary (major) task is listed, with the estimated time obtained from those who will do the work. The projected baseline schedule is constructed from these inputs. The responsible person or department head should sign off on the final, agreed-on schedule.

Resources

The project charter should include how many and which resources will be provided for the project at high level. The resources may include labor resources, equipment resources, or material resources. The organization may use Enterprise Environmental Factors (EEFs) and Organizational Process Assets (OPAs)

Stakeholders

This section lists the key stakeholders. Besides the client, community, and other external stakeholders, especially the project manager and the sponsor/approver of the project. The authorization level of the Project Manager should be defined.

Risk Management Plans

At a high-level, this covers potential problems as well as potential lucky breaks that could affect the project. One or more issues such as subcontractor default, unexpected technical breakthroughs, strikes, hurricanes, new markets for the technology, and sudden moves by a competitor are certain to occur— the only uncertainties are which, when, and their impact.

Evaluation Methods

Every project should be evaluated against standards and by methods established at the project's inception. This section contains a brief description of the procedures to be followed in monitoring, collecting, storing, auditing, and evaluating the project, as well as in the post-project ("lessons learned") evaluation following project termination.

Project Charter Authorization

Provide information about who is the authorized person for project charter.