<u>Guidelines to fill the Project Charter</u>

- ❖ Complete all the information before you submit the project charter to the courseweb.

- ❖ Project Charter is a two page document. Once it is filled you must not exceed three pages.

- ❖ Fill each of the following sections.

- ▪ **Title of the Project –** The group must discuss and provide a suitable name for the project. If you are doing an industry based project, please mention the name of the client in the project title.

  Example: Student Information System for Sri Lanka Institute of Information Technology

- ▪ **Batch –** Batch number and indicate whether you are a weekday group or a weekend group.

  Example: Weekday – Batch1

- ▪ **Development Technology –** Preferred technology to develop the project.

  Example: Java or .NET or PHP, etc.

- ▪ **Description of the Project –** Provide us a brief description of the selected project.

  Please include following details.

- - A brief description about the background of the company
- - Objectives
    - An indication of what the system is designed to do.
    - Main problems to be addressed.
    - How did this problem or need for the project arise (Reasons for choosing this system).
    - Why is it important to the organization.

- ➢ **Details of the Group Members** – Always provide group leader's details in the first row. In all the tables given in the form, use the same order in listing the group members.

- • Provide your name with the initials. Please provide us the same name used by SLIIT in exam signing sheets.

  Example: De Silva A.B.C

- • Indicate the registration number   Example: IT16351864

- Please double check your name and the registration number before you submit the form since these are the details, we use in the mark sheets. If you provide us incorrect details you will encounter various issues when come to results of examinations.

- Provide a phone number (preferred is a mobile phone number) and an email address that you are regularly using. Further you should regularly check your email.

➢ **List of Functions Developed by the Group Members –** Provide a brief description of the function(s) undertaken by each group member. The details of this table is very important to get approval for your project.

e.g: Delivery Management- Manages all online delivery orders. The orders are delivered based on details such as item, order date, address, time of dispatch, estimated time of delivery. Assign drivers to orders placed and notify customers about delivery details. Generate monthly report on deliveries made. Should be able to assign orders to drivers, update delivery time and search for orders