# Project Charter

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| 1.0 Project Identification | | |
| **Name** | *CIT ITS3/ITM3* | |
| **Description** | *ITS3 and ITM3 year 3. Semester 1 and 2* | |
| **Sponsor** | CIT | |
| **Project Manager** |  | |
| **Project Team Resources** |  |  |

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| 2.0 Business reasons for project |
| * To provide students with knowledge to prepare them for semester 2 when they enter the workplace as interns. * To prepare students for 4th year of their degree * To keep students up to date on industry levels of knowledge * To provide students with skills and the required level of competency |

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| **3.0 Project OBJECTIVES (purpose)** |
| * To achieve a pass grade or better in both semesters * To proceed to year 4 of the course * To create a good relationship with your work placement company |

| **4.0 Project Scope** |
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| * Project budget is 2 semesters of 13 weeks each. * All exam material is a deliverable in semester 1 * Work placement log is the deliverable in semester 2. * Achieve a pass grade in every module. |

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| **Project Deliverables** |
| Successful work placement |
| Knowledge and understanding of learning objectives of each module |
| A minimum of a passing grade in semester 1 and 2. |

| **6.0 Milestone dates** | | |
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| **Item** | **Major Events / Milestones** | **Dates** |
| 1. | Start of semester one | Week 1 |
| 2. | Continuous assessment for all modules in semester 1 | Week 1 – week 12 |
| 3. | Prepare CV for semester 2 | Week 2 |
| 4. | Take part in interviews for work placement in semester 2 | Week 3 -week 5 |
| 5. | Prepare for end of semester exams | Week 10 – week 13 |
| 6. | Sit end of semester exams | Week 14 |
| 7. | Begin work placement semester 2 | Week 1 (semester 2) |
| 8. | Keep an active log of work placement | Week 1 – week 15 |
| 9. | Submit work placement log | Week 15 |
| 10. | Receive semester grade | Middle of June |
| 11. | Proceed to 4th year | September |
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| **7.0 key ISSUEs** | |
| Severity | **Description** |
|  | Internet connection failing during online lectures and exams |
|  | Access to labs restricted due to volume of students trying to access them at the same time |
|  | Internet connection not good enough to work from home in semester 2 |
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| **8.0 RISKS** | |
| **Severity** | **Description** |
|  | Failure of a module in semester 1 |
|  | Unable to proceed to semester 2 |
|  | Unable to find work placement for semester 2 |
|  | Unable to participate in lab exercises and lose marks. |
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| **9.0 Project’s criteria for success (must be measurable)** |
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| * A grade of 40% or over * A good report from your work placement * Offered a permanent job with your work placement company on completion of degree |

| **10.0 critical success factors** |
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| * Support from lecturers * Support from work placement co Ordinator * Support from work placement company * Effective communication * Effective teamwork * Student input into course content * Student awareness of criteria for success * Student effort to achieve a minimum of 40% overall grade * Work completed during work placement is compliant with the company’s values and ethics. |

| **11.0 Signoff** |
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| Project Sponsor:  Date: |