**PROJECT CHARTER TEMPLATE**

**To:** All Group Leaders and Members
**From:** Research Coordination Committee
**Date:** 4th October 2025
**Subject:** Mandatory Project Charter Submission - Due 31st October 2025

**INSTRUCTIONS:**

This document is the most critical first step for your research project. It serves as your team's contract and roadmap. **Every group must complete this charter and submit it by the deadline.**

Fill out each section below in detail. The clarity and quality of your charter will directly influence your project's success.

**PROJECT CHARTER**

**1. PROJECT IDENTIFICATION**

- **Project Title:** *[e.g., "Development of a Unified Attribution Framework Integrating the Diamond Model and Cyber Kill Chain"]*
- **Assigned Research Theme:** *[e.g., "Attribution Techniques in Cyberwarfare"]*
- **Group Number & Name:** *[e.g., "Group 1 - The Attributors"]*
- **Group Leader:** *[e.g., "Oluwademilade Samuel Aladewolu"]*
- **Group Members:** *[List all members' full names]*

**2. PROJECT DEFINITION**

- **1. Problem Statement:**
  - *What specific problem are you aiming to solve or investigate?*
  - *Why is this problem important in the field of cybersecurity?*
  - *Example: "Attributing cyber-attacks is often ad-hoc and non-standardized, leading to slow and sometimes inaccurate results. This project aims to solve this by creating a unified framework."*
- **2. Primary Objectives (SMART - Specific, Measurable, Achievable, Relevant, Time-bound):**
  - List 3-5 key goals for your project. What will you have *delivered* in 4 months?
  - *Example:*
    - *1. To research and document the Diamond Model and Cyber Kill Chain in detail by the end of November.*
    - 2. To design a step-by-step integration framework by the end of December.

        - *3. To produce a final report of at least 20 pages and a presentation detailing the framework by January 23rd.*

- **3. Scope:**
    - **In-Scope:** *What will your project specifically include? (e.g., "Analysis of APT29 and Lazarus Group," "Use of Python for the ML model," "Configuration of pfSense firewall")*
    - **Out-of-Scope:** *What *will not* be included? This is critical for managing expectations. (e.g., "Real-world deployment of the framework," "Analysis of nation-states beyond the top 5," "Creation of a commercial-grade software tool")*

**3. METHODOLOGY & APPROACH**

- **Methodology:**
    - *Describe the step-by-step process you will use to achieve your objectives.*
    - Example: "1. Literature Review -> 2. Data/Indicator Collection -> 3. Framework Design/Model Development -> 4. Testing/Validation in Lab Environment -> 5. Documentation."
- **Required Tools/Resources:**
    - *List all software, hardware, datasets, and online resources you anticipate needing.*
    - e.g., "VirtualBox/VMware, Kali Linux, Python 3.x with Scikit-learn library, VulnHub VMs, academic journals from IEEE Xplore, etc."

**4. PROJECT PLAN & MILESTONES**

*This is your internal timeline. Map your key tasks to the official program weeks.*

| Phase | Key Internal Milestones | Target Completion Date |
|---|---|---|
| **Planning** | Complete literature review; Finalize team roles | Week 3 (Oct 24) |
| **Development** | Build lab environment; Collect initial dataset | Week 6 (Nov 14) |
| **Development** | Complete core development/first draft of analysis | Week 10 (Dec 12) |
| **Finalizing** | First full draft of report completed | Week 14 (Jan 9) |
| **Finalizing** | Internal peer-review and presentation practice | Week 16 (Jan 23) |

**5. TEAM ROLES & RESPONSIBILITIES**

*Assign clear roles to ensure everyone is accountable and contributing effectively.*

| Name | Primary Role | Key Responsibilities |
|---|---|---|

| | | |
|---|---|---|
| *e.g., Member Name* | *Lead Researcher* | *Oversees literature review, writes core sections of the report.* |
| *e.g., Member Name* | *Technical Lead* | *Sets up the lab environment, runs experiments/tools.* |
| *e.g., Member Name* | *Data Analyst* | *Cleans and processes data for ML model/analysis.* |
| *e.g., Member Name* | *Documentation Lead* | *Compiles reports, formats the final document, manages references.* |
| *e.g., Member Name* | *Presentation Lead* | *Creates and designs the final presentation slides.* |

**6. RISK MANAGEMENT**

*What could go wrong, and what will you do about it?*

| Potential Risk | Probability (H/M/L) | Impact (H/M/L) | Mitigation Plan |
|---|---|---|---|
| *Team member becomes unresponsive* | M | H | *Regular check-ins; redistribute tasks early.* |
| *Technical challenges with tools* | H | M | *Identify alternative software; seek help from committee.* |
| *Scope is too large* | H | H | *Strictly adhere to the defined "Out-of-Scope" items; focus on MVP (Minimum Viable Product).* |

---

**Group Leader Signature:** _____

**We, the undersigned team members, have reviewed and agree to the contents of this Project Charter.**

**Team Signatures:**

1. _____ 2. _____
2. _____ 4. _____

*Submit this completed charter as a PDF to the Research Coordination Committee by* ***Friday, October 31, 2025****.*