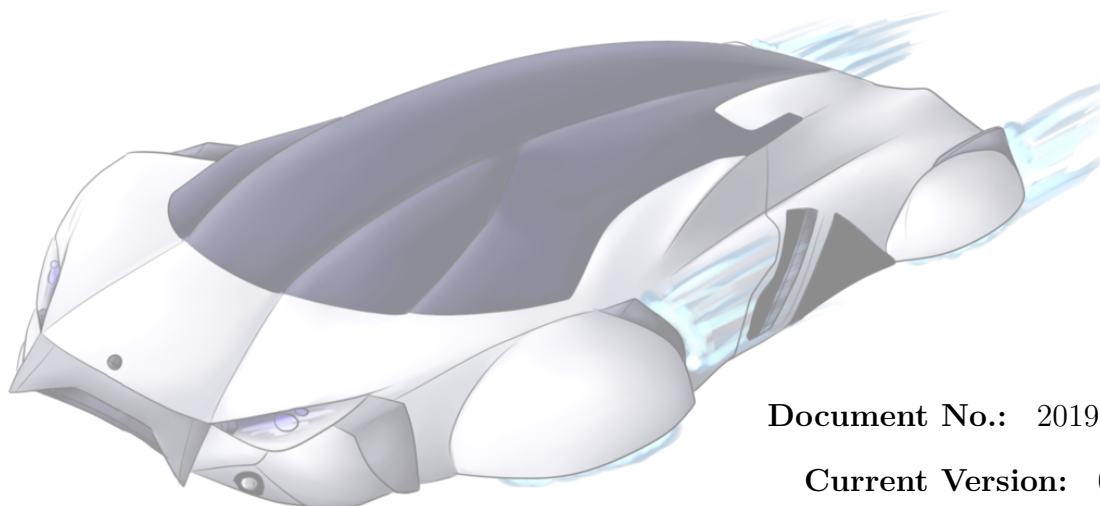


Flying Car Project Charter

Release



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Document modification control

This chapter records the document modification history.

Description of version number: The version number format adopted in this document is A.B.C, where a represents significant version changes, b represents important content updates under a version, and c represents critical bug fixes.

No.	Doc state	Version	Modifier	Auditor	Approver	Date	Remark
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Chapter 1

Introduction of Project Charter

§ 1.1 Overview

§ 1.2 Project Objectives

Chapter 2

Project Scope

§ 2.1 Function Scope

§ 2.2 Entity Scope

§ 2.3 Technology Scope

Chapter 3

Project Organizational Structure

§ 3.1 Project Organizational Structure

§ 3.2 Responsibility

Chapter 4

Project Plan

§ 4.1 Project phases and key tasks

§ 4.2 Timeline

§ 4.3 Milestone

表 4.3-1: Project milestones

Project phase	Milestone	Planned date
项目准备		

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Continued Table 4.3-1
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Project phase	Milestone	Planned date

§ 4.4 Project plan execution and report

The project manager is primarily responsible for monitoring the progress of the project. The project plan is the key document used to inform the progress and current status of the project. The project plan includes project phase, task, duration, resources, scheduled start and end dates, milestones, persons responsible, and deliverables. The Project plan will be maintained by **XXX** and will reflect the Project methodology planning phase.

Only in two cases can the entire baseline plan be redesigned. One is that the entire

baseline plan should be updated whenever there is any scope change that fundamentally affects project progress. Similarly, when schedule or budget deviations are significant, benchmark plans need to be reworked to make performance reports meaningful again.

The execution and reporting of the project plan shall be carried out in accordance with the following procedures: each project team member shall be responsible for updating the actual progress according to the project plan and estimating how long it will take to complete the tasks assigned to him/her as part of the weekly project report meeting. The project management team meets every Friday to review project progress against the project plan. The review is based on a review of delays, focusing on identifying existing or potential task delays, assessing the impact on the project, and agreeing on action plans to be taken to mitigate the impact. Project managers highlight tasks that may be delayed (e.g., expected completion time is later than planned). The person in charge of the task should develop an action plan for potential delays to minimize the impact on other project work. The project team leader shall indicate the possible task delay in the problem section of the weekly status report, including a brief description of the problem, a brief description of the action plan to prevent the delay or the date of the new task, and the date shall indicate the impact on other tasks.

Chapter 5

Project Document Management

§ 5.1 Importance of project document management

§ 5.2 Project document system

§ 5.3 Project document management environment

Chapter 6

Project Communication Management

§ 6.1 Project decision process

§ 6.2 Project meeting

Chapter 7

Project Risk Management

§ 7.1 Risk of implementation cycle delays

§ 7.2 Implementation scope risk

§ 7.3 Personnel risk

§ 7.4 management reform risk

Chapter 8

Project Change Management

- § 8.1 Raise the change
- § 8.2 Response from the receiver
- § 8.3 Approval of the applicant
- § 8.4 Change implementation
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Chapter 9

Quality Control

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Acceptance Level

Appendix
