Project charter

(Project name)

Author:

Location:

Version:

Date:

**Abstract:**

*The purpose of an abstract in a report is to provide a concise summary of the main points, findings, and conclusions of the report. It serves as a brief overview that enables readers to quickly grasp the essence of the report without having to read the entire document. The abstract typically includes key information such as the research objectives, methodology, results, and implications, allowing readers to decide whether the report is relevant to their interests or information needs. Further the target reader group is defined at the end.*

Text…

**Acronyms**

|  |  |
| --- | --- |
| **Abbreviation** | **Meaning** |
| IT | Information Technology |
| XYZ | … |

**Version history**

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Comment** |
| 0.X | ⁓ | Working version |
| 1.0 | xxxxx | First complete version  (The version that gets publicated) |

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# 1. Introduction / Management Summary

*The purpose of a management summary in a project charter is to provide a concise overview of the key aspects of the project for stakeholders and decision-makers. It typically includes important information such as the project's objectives, scope, deliverables, timeline, budget, risks, and stakeholders. The management summary serves as a high-level overview that enables executives and other stakeholders to quickly understand the project's purpose, importance, and implications without needing to delve into the detailed content of the charter. It helps ensure alignment and agreement among stakeholders regarding the project's goals and expectations, and it serves as a reference point for decision-making throughout the project lifecycle.*

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# 2. Business case

*The purpose of a business case description is to provide an overview of the justification for the project from a business perspective. It outlines the rationale behind the project, including the identified business need or opportunity, the expected benefits and outcomes. The business case description helps stakeholders understand why the project is being undertaken, what problem or opportunity it aims to address, and how it aligns with the organization's strategic objectives.*

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# 3. Approach

*The purpose of an approach chapter in a business case is to outline the methodology or approach that will be used to execute the project. This section provides details on how the project will be planned, managed, and implemented to achieve its objectives. It may include information on specific methodologies such as Waterfall or Scrum, as well as any other relevant techniques or best practices that will be utilized. For example, if the project will follow a Waterfall approach, the approach chapter may detail the sequential phases of the project lifecycle, such as requirements gathering, design, development, testing, and deployment. It may also highlight the importance of documentation and formal sign-offs at each stage. On the other hand, if the project will follow an Agile approach like Scrum, the approach chapter may describe the iterative and incremental nature of the project, with emphasis on frequent collaboration, adaptability to change, and continuous delivery of value. Overall, the approach chapter serves to provide stakeholders with a clear understanding of how the project will be executed, including the chosen methodology and any specific strategies or practices that will be employed to ensure successful outcomes.*

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## 3.1 In scope

*The purpose of an "In Scope" section is to clearly define and delineate the boundaries of the project. This section specifies the deliverables, activities, and objectives that are included within the scope of the project. By outlining what is within scope, stakeholders can understand the specific goals and outcomes that the project is intended to achieve. Key components of the "In Scope" section may include:*

*1. Deliverables: Clearly state the tangible or intangible products, services, or results that the project is expected to produce.*

*2. Activities: Describe the tasks, processes, or activities that will be undertaken to achieve the project's objectives.  
3. Objectives: Specify the overarching goals and objectives that the project aims to accomplish.*

*4. Boundaries: Clarify what is included within the scope of the project and what is not included. This helps prevent scope creep and ensures that the project stays focused on its intended goals.*

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## 3.2 Out of scope

*The purpose of an "Out of Scope" section is to explicitly define what is not included within the boundaries of the project. By outlining what is out of scope, the project team and stakeholders can avoid misunderstandings, prevent scope creep, and ensure that resources are focused on the critical objectives of the project. This section helps manage stakeholder expectations and minimizes the risk of project scope expanding beyond manageable limits.*

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# 4. Deliverables

*The purpose of the deliverables section is to clearly identify and define the tangible or intangible outcomes that the project is expected to produce. This section outlines the specific products, services, reports, or other results that will be delivered as a result of completing the project.* *By clearly defining the deliverables, the project team and stakeholders can align their expectations and understand what is expected to be produced by the project. This helps ensure that everyone is working towards the same goals and objectives, and provides a basis for monitoring progress and measuring success throughout the project lifecycle.*

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# 5. Quality management

*The purpose of a quality management is to outline the approach and processes that will be employed to ensure that the project's deliverables meet the required quality standards. This section defines the strategies, methodologies, and tools that will be used to plan, monitor, and control quality throughout the project lifecycle. Key components of the quality management chapter may include:*

1. *Quality Objectives: Clearly state the overarching quality objectives and goals of the project, including any specific quality standards or requirements that must be met.*
2. *Quality Assurance: Describe the proactive measures and activities that will be implemented to ensure that quality standards are adhered to throughout the project. This may include processes for reviewing and validating deliverables, conducting audits, and ensuring compliance with relevant standards or regulations.*
3. *Quality Control: Outline the processes and procedures that will be used to verify the quality of project deliverables. This may include techniques such as inspections, testing, and peer reviews to identify and address any deviations from the quality standards.*
4. *Roles and Responsibilities: Specify the roles and responsibilities of team members and stakeholders related to quality management activities. This ensures accountability and clarity regarding who is responsible for ensuring quality at each stage of the project. (Optional!)*

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# 6. Prerequisite

*The purpose of a prerequisite chapter is to outline any specific requirements or conditions that must be met before the project can proceed successfully. This section identifies the essential resources, conditions, or dependencies that are necessary for the project to be executed effectively. Key components of the prerequisite chapter may include:*

1. *Hardware Requirements: Specify any specific hardware components or equipment that are necessary for the project. This may include computers, servers, networking devices, or specialized machinery.*
2. *Software Requirements: Identify any specific software applications, tools, or platforms that are required for the project. This may include operating systems, development environments, database management systems, or other software tools.*
3. *Infrastructure Requirements: Outline any infrastructure or facilities requirements that are needed to support the project. This may include office space, utilities, internet connectivity, or other physical resources.*
4. *Skills and Expertise: Identify any specific skills, knowledge, or expertise that project team members or stakeholders must possess in order to contribute effectively to the project. (Optional!)*

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# 7. Success criteria

*The purpose of a Success Criteria chapter is to define the specific criteria or benchmarks that will be used to determine whether the project has been successful. This section outlines the measurable outcomes, goals, or objectives that the project is expected to achieve in order to be considered successful. Key components of the Success Criteria chapter may include:*

1. *Measurable Objectives: Clearly define the specific objectives or goals that the project is aiming to accomplish. These objectives should be concrete, measurable, and aligned with the overall goals of the organization.*
2. *Performance Metrics: Identify the quantitative or qualitative metrics that will be used to evaluate the success of the project. These metrics may include factors such as cost savings, revenue generation, customer satisfaction, quality improvements, or timeline adherence. (Not applicable in PRJ2!)*
3. *Acceptance Criteria: Define the specific criteria that must be met for each deliverable or milestone to be considered acceptable. This ensures that stakeholders have a clear understanding of what constitutes a successful outcome at each stage of the project.*
4. *Key Performance Indicators (KPIs): Identify the key performance indicators that will be monitored throughout the project to track progress and measure success. These KPIs should be aligned with the project objectives and provide insights into the project's overall performance. (Optional!)*
5. *Stakeholder Expectations: Consider the expectations and requirements of key stakeholders, including clients, sponsors, and end users, when defining the success criteria. This helps ensure that the project delivers value and meets the needs of its intended audience. (Not applicable in PRJ2!)*

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# Appendix

## A: Work breakdown structure

