Project charter

Embedded application – Duck

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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

**Acronyms**

|  |  |
| --- | --- |
| **Abbreviation** | **Meaning** |

**Version history**

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Comment** |
| 0.1 | .... | First draft |

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# 1. Introduction

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

# 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.  
– ...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,  
– ...how it aligns with the organization's strategic objectives

# 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  
– ...methodologies such as Waterfall, Scrum or a hybrid approach  
– ...provides details on how the project will be planned, managed, and implemented to  
achieve its objectives  
– -> to provide stakeholders with a clear understanding of how the project will be executed  
• 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  
• 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.  
– ...avoid misunderstandings, prevent scope creep, and ensure that resources are focused on  
the critical objectives of the project

# 4. Deliverables

• ...is to clearly identify and define the tangible or intangible outcomes that the project  
is expected to produce  
• ...specific products, services, reports, or other results that will be delivered as a result  
of completing the project  
• ... the project team and stakeholders can align their expectations and understand what  
is expected to be produced by the project.

# 5. Quality management

...to outline the approach and processes that will be employed to ensure that the  
project's deliverables meet the required quality standards  
– Quality Objectives (e.g. ISO XXXXX, CE certified)  
– Quality Assurance (formal compliance checks with the standards)  
– Quality Control (pair programming, code review)  
– Roles and Responsibilities (quality representative, who is responsible in the end)

# 6. Prerequisite

to outline any specific requirements or conditions that must be met before the  
project can proceed successfully  
– Hardware Requirements  
– Software Requirements  
– Infrastructure Requirements  
– Skills and Expertise  
 -> Can be used later for requirements engineering

# 7. Success criteria

define the specific criteria or benchmarks that will be used to determine whether the  
project has been successful  
– Measurable Objectives (objectives or goal)  
– Acceptance Criteria (definition of done)  
– Key Performance Indicators (KPI) (Lines of codes, code coverage, test  
coverage...)

# Appendix

A diagram of a project

AI-generated content may be incorrect.