Project Charter

Project Title: \*Enter the name of the project here. \*

Team Name: <Semester that you graduate\_Team Number>

Team Point of Contact: <Email Address>

Date: \*Enter the date the charter was created. \*

\*Insert a full width picture of the team in this space. Under the picture, include a caption with everyone’s names from left to right in the picture. \*

# Section 1: Team Purpose and Goals

## 1.1 Team Purpose:

\*Clearly state the mission and purpose of the team in one or two sentences. \*

## 1.2 Project Goals:

\*List the specific, measurable, achievable, relevant, and time-bound (SMART) goals of the project. \*

- Goal 1:

- Goal 2:

- Goal 3:

# Section 2: Team Roles and Responsibilities

## 2.1 Team Members:

\*List the names of all team members and their roles. \*

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | ROLE |  | RESPONSIBILITIES |
| Member 1 Name | Project Manager |  | Overall coordination, stakeholder communication. |
| Member 2 Name |  |  |  |
| Member 3 Name |  |  |  |
| Member 4 Name |  |  |  |
| Member 5 Name |  |  |  |

\* Example roles include, but are not limited to: Documentation, Budgeting, Scheduling, Testing, etc. \*

## 2.2 Role Descriptions:

\*Provide a brief description of each member’s roles and specific responsibilities. \*

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# Section 3: Team Norms and Communication

## 3.1 Team Norms:

\*Outline expected behaviors, work ethics, and performance standards for the team. \*

- Meeting Attendance: Team members are expected to attend all scheduled meetings. If a team member is attending a meeting virtually, a screen background is recommended.

- Respect: Treat each team member with respect and encourage open communication.

- Timeliness: Complete tasks and deliverables on or before deadlines.

- Feedback: Provide constructive feedback to team members and be open to receiving it.

## 3.2 Communication Plan:

\*Define how the team will communicate internally and with external stakeholders. \*

### 3.2.1 Internal Communication:

- Platform: Slack, Email, Microsoft Teams

- Frequency: Weekly meetings, daily check-ins

- Meeting Schedule: Every Monday and Thursday at 3:00 PM (for example)

### 3.2.2 External Communication:

- Stakeholder: Project Manager, Subject Matter Expert, Customer

- Frequency: Bi-weekly progress updates

- Format: Email reports, virtual meetings

\* There should be one section like this for each stakeholder. \*

# Section 4: Conflict Resolution and Decision-Making

## 4.1 Conflict Resolution Process:

\*Describe the process the team will follow to resolve conflicts. \*

- Step 1: Identify the conflict and discuss it openly within the team.

- Step 2: Explore potential solutions collaboratively.

- Step 3: Escalate to the Project Manager if unresolved.

## 4.2 Decision-Making Process:

\*Outline the decision-making process the team will follow. \*

- Consensus-Based: Decisions are made through team consensus whenever possible.

- Majority Vote: For major decisions, a majority vote may be used if consensus cannot be reached.