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| Project Documentation Set |
| <Project>  Project Charter  2017-hackMGM-001  Short Project Description – One Sentence |
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# Project Authorization

This Charter formally authorizes the <Project> Project to develop and implement a <what we are building>. An initial project plan will be developed and submitted to the Project Sponsor for approval. The project plan will include: scope statement; schedule; cost estimate; budget; and provisions for scope, resource, schedule, communications, quality, risk, and stakeholder management as well as project control. All resources will be assigned by the Project Sponsor, <Name the Project Sponsor>.

# Project and Product Overview

Typically the project description should answer the who, what, when and where, in a concise manner. It should also state the estimated project duration and the estimated project budget.

The product description should answer what is to be developed, its expected uses, and how it satisfies a business/social need, or addresses a problem or opportunity (the market demand).

# Scope

Provide a short sentence on what the project will do such that the project has a clearly defined set of boundaries.

## Objectives

The objectives of the <Project> Project are as follows:

* Objective 1
* Objective 2
* Additional Bullets as Required

## High-Level Requirements

The following table presents the high-level requirements the project’s product must meet in order for the project objectives to be satisfied:

| **Req #** | **Description** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

## Major Deliverables

The following table presents the major deliverables the project’s product must meet in order for the project objectives to be satisfied:

| **Title** | **Description** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

## Boundaries

Optional section that is used to describe items or features that are specifically out of scope – exceed the boundaries of the project and will not be a part of the project or the project’s deliverables.

# Duration

Provide a high-level timeline of events from project inception to delivery.

# Budget

## Funding Source

If funds are required for this project a funding source needs to be identified.

## Estimate

This section provides a summary of estimated spending to meet the objectives of the <Project> project as described in this project charter. This summary of spending is preliminary, and reflects costs for the entire project lifecycle. It is intended to present probable funding requirements and to assist in obtaining funding support.

| **Budget Item** | **Cost Estimate** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total:** |  |

# Assumptions, Constraints and Risks

## Assumptions

This section identifies the statements believed to be true and from which a conclusion was drawn to define this project charter.

1. Description of first assumption
2. Description of second assumption

## Constraints

This section identifies any limitation that must be taken into consideration prior to the initiation of the project.

1. Description of first constraint
2. Description of second constraint

## Risks

The following table presents the major risks faced by the project and the corresponding mitigation strategies used to lower that risk’s likelihood of occurrence or severity of impact:

| **Risk** | **Mitigation Strategy** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

# Project Organization

## Roles and Responsibilities

This section describes the key roles supporting the project.

| **Name** | **Role** | **Responsibilities** |
| --- | --- | --- |
|  | Project Sponsor | Person responsible for acting as the project’s champion and providing direction and support to the team. Approves the project scope represented in this document, and sets the priority of the project relative to other projects. |
|  | Project Manager | Person who performs the day-to-day management of the project and has specific accountability for managing the project within the approved constraints of scope, quality, time and cost, to deliver the specified requirements, deliverables and customer satisfaction. |
|  | Designer/Do-er/Storyteller | Person who is responsible for the overall vision of the product and is responsible for articulating that vision such that a producible product is attainable. |
|  | Developer | Person who is responsible for the technical day-to-day aspects of the project including the details of product development. The Developer is responsible for providing technical direction to the project. |

# Project Charter Approval

The undersigned acknowledge they have reviewed this project charter and authorize <Project> project as an officially sanctioned hackMGM project. Changes to this project charter will be coordinated with and approved by the undersigned or their designated representatives.

## Project Sponsor

Signature: Date:

Print Name: