

CMSC5713 - IT Project Management (2024 - 2025)

Assignment 1: Project Charter (Due 17 October 2024)

Description:

Form a team of 2 to 3 members, try to understand each other strengths and weaknesses, past experiences and interests and come up with a topic for your project. The topic should be related to IT. It can be from your work, your study or your interests.

Write a short outline (up to 5 pages) of your project following the form of a Project Charter, which should include the following items:

1. Project Overview
 - What problems your project tries to address?
 - How this project addresses the problems? Include any diagrams whenever appropriate.
 - What differentiate your product or service from other similar existing products or services?
 - Who will be the end users?
2. Scope of Work
 - What are covered and not covered by the project?
 - What are the deliverables?
 - Rough time estimate and timeline of the key project phases
 - Proposed budget
3. Approach
 - How do you plan to realize the output of the project? List out the main steps.
4. Project Organization
 - Who will be the project sponsor?
 - Who will be the project manager among you and why?
 - Roles and responsibilities of other key stakeholders.

Although it will be just a role play, but tries to consider it seriously within your team, what positions should each member play within the project based on their past experiences.
5. Assumptions
 - List any assumptions that you need to make in order to achieve your project objectives
6. Key Success Factors
 - To what levels will you considered your project to be successful

Submission Guidelines:

On the due date, each group should e-mail a soft copy of your project charter to hartanto@cse.cuhk.edu.hk with the subject line "CMSC5713 Project Charter".

Grading:

This assignment will contribute 15% to the final marks. It will not be graded on the precise format. But, you must include each of the sections outlined above.

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