

Spring 2016

Project Charter

Introduction: This is the Project Charter document for the <name of the project> project sponsored by <name of sponsor>. This project is being undertaken by the <name of team> development team. The team is comprised of undergraduate students majoring in Computer Science at California State University, Sacramento. The team members are enrolled in a two-semester senior project course required of all undergraduate majors. Successful delivery of the desired software product will fulfill the senior project requirement for the student team members.

Include the identification of the project sponsor and the team as follows:

PROJECT SPONSOR (if there is more than one person serving as sponsor, list each sponsor):

Name

Title

Company or Organization name

Contact information (phone number and Email address)

DEVELOPMENT TEAM - <team name>

List of team member names

Team contact information (Email address)

Vision: The <name of the project> project for Company Y is designed to develop and implement a system which will enable managers to evaluate all employees' performance and devise their improvement plan.

Project Objectives: List the overall project objectives

Success Factors: Success factors related to the project - Example:

- The tool must be accessible by everyone;
- The information must be updated within a pre-defined timeline;
- The information must be relevant and practical for managers to use.

Risks: list relevant risks associated with project and its successful completion. Example:

- Time and budget
- Incomplete information
- Availability of key managers;
- Integration of financial systems from different divisions.

Approvals: The signatories should include the project sponsor, each member of the project team, and the project's faculty adviser. This signed Charter serves as a de facto "contract" between the project team (the developer) and the customer. **Make this a separate page.**

Title Page: Add a title page to this document which should include at a minimum, the document title, the project name, sponsor, date, and the team's name.

***Quality Documents:** well-written documents are critical to the success of the project and affect the team's grade.