# **PROJECT CHARTER - *Deliverables***

##### [ Note: All fields in blue text or marked by an asterisk ( \* ) must be filled in.] :

1. Save the file using the filename format: *ProjectCharter\_Deliverables\_****Project Name****.doc*.
2. Enter all dates in the 8-digit *MM/DD/YYYY* format (e.g., *02/15/2002*).
3. Enter other pertinent information in the **Notes** section at the end of this form.

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| 1. General Project Information | |
| \* Project Name: | La Mexicana |
| Prepared By: | Jonathan Jair Alfaro Sánchez |

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| 2. \* Project Deliverables |
| *List those high level deliverables that will be delivered as part of this project and those that will not. Deliverables are those project sub-products whose satisfactory delivery mark completion of the project (e.g., working computer code, software manual, user training). For phased projects, please delineate the phases here. (e.g., Phase 1 of the Disaster Recovery Plan project will include an analysis of how best to backup and secure all data held on servers, but will not include consideration of data held on user systems such as laptops.) Add rows as needed.* |
| **Included in the project:** |
| Definition of the project |
| Budget worksheet |
| Deliverables |
| Milestones |
| WBS (Work Breakdown Structure) |
| Communication Plan |
| Quality Plan |
| Scope statement |
| Capture requirements |
| Sketches or interfaces |
| Change request form |
| Source code |
| Monthly status report |
| Meeting minutes |
| Lessons learned checklist |
| Lessons learned document |
| **Excluded from the project:** |
| Technical guide of the code |
| Test result |
| User's Guide |
| Trainings |

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| 3. Notes |
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