Software Project Management

Project Charter

Definition

Project charter – a document that formally authorizes a project or a phase and documenting initial requirements that satisfy the stakeholder's needs and expectations

An effective project charter may do the following:
- Outline the project scope and objectives
- Ensure project sponsors and all stakeholders are in alignment on a project
- Be a clear, single reference for all involved in a project

Contents of project charter

1. Project purpose or justification
2. Project result and high-level requirements
3. Assumptions and constraints
4. High-level risks
5. Summary milestone schedule
6. Resources
7. Stakeholder list and the authority of project manager
8. Project approval requirements

1. Project purpose or justification

- Answer to the question, what are the objectives of the project?
- It must explain the business need that leads to the project being taken up.

- Market demand
- Organizational need
- Customer request
- Technological advance
- Legal requirement
- Ecological impacts
- Social need
- …

Objective should be:
- Significant
- Specific
- Measurable
- Real

2. Project result and high-level requirements

- High-level description of the project

- What exactly product/service will be created?

- **Requirements** - Something the product or service must do or a quality it must have. A requirement exists either because the type of product or service demands certain qualities or functions, or because the client wants that requirement to be a part of the delivered product or service. <u>Must be measurable and objective</u>

3. Assumptions and constraints

- **Assumptions**: Things that are assumed to be true but that may not be true is termed as Assumption

- **Constraints**: A factor that limits the team's options, limits on time, schedule, resources, cost, scope):
  - Specific legal requirements
  - Specific technical requirements (software/hardware)
  - Specific requirements for information protection
  - Requirements that customer may assume but that are out of boundaries of the project

4. High-level risks

Risk is the possibility of loss or injury.

Project risk is an uncertain event or condition that, if it occurs, has an effect on at least one project objective. Project risk can be negative or positive

There are no risk-free projects

6. Resources

- Human sources (qualification requirements)
- Equipment, expendable materials, software licenses and etc
- Summary budget (the plan of expenses and, possible, incomes)

In software projects, the budget mainly depends on staff costs

7. Stakeholder list and the authority of project manager

- Project sponsor
- Customer
- Product/service users
- Project curator
- Project manager
- Co-executors of the project

8. Project approval requirements

Describes:
- process of project approval
- success criteria of the project
- who decides the project is successful
- who signs off on the project