# COMP214 – Project Management

**[Project Charter Template]**

## Project Charter

### <Project Name>

**Business Information Systems**

**Saskatchewan Polytechnic**

<Team Members>

<Date submitted>

# **Project Charter**

**<Project Name>**

## **Project authorization and introduction**

This Charter formally authorizes a project to <complete the sentence with a descriptive of the project. For example, describe the project in one sentence here – is it to develop and implement a new system, upgrade an existing, perform research, etc.>. A project plan will be developed and submitted to the Project Sponsor for approval. Commencement of project activities will begin upon approval of the project plan and the resources to execute it by the Project Sponsor. Included in the project plan are to be a:

## **Project team and stakeholders**

**Project Team**

|  |  |  |
| --- | --- | --- |
| **Name** | **Primary Role** | **Contact Information** |
|  |  |  |
|  |  |  |

**Other Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Name** | **Primary Role** | **Contact Information** |
|  |  |  |
|  |  |  |

## **Attendance and participation guidelines**

<Group member should discuss and record specific attendance and performance guidelines. This should include, but not be limited to: attendance, reasonable breaks, and classroom behaviour>

## **Communication Plan**

### Communications Summary

|  |  |  |  |
| --- | --- | --- | --- |
| Reason for communication | Preferred time of communication | Preferred Medium/ Method | Frequency |
| <e.g. absence> | <e.g. evening prior if possible, before class if not> | <e.g. email to group cc’d to project account> | <e.g. for each occurrence> |
| <e.g. identified risk occurred> | <e.g. at beginning of following class> | <e.g. meeting> | <e.g. as needed> |

### Terms of Reference

<Who is the user? Client? Project sponsor? Team members and titles? Title of the project? Add any other project specific terminology.>

### Communication Constraints or Assumptions

<These may include identified periods/times when communication might not be possible, or when alternative communication methods may be required>

## **Team Building Plan**

<identify your team building activities/plan and the dates on which they will occur. You will still need to provide a “self-directed team building” sheet for each activity (unless they are recurring) >

## **Project time budget projections**

## 

<How many class hours do you believe will be available for this? Provide the means by which this calculation was made. What out of class effort is expected? How will it be measured? How many person hours are available>

### Key Dates (\*Add minimum of two rows for an alpha demo and a beta test)

|  |  |
| --- | --- |
| **Milestone** | **Delivery Date** |
| Project Charter | November 17 |
| Project Plan | November 24 |
| Commencement of project implementation | ? |
| Status report 1 | ? |
| Status report 2 | ? |
| Status report 3 | ? |
| Status report 4 | ? |
| Status report 5 | ? |
| Presentation to guests | Feb 10th |

Changes to the above delivery dates can be approved by <Authorizing Name> without penalty to the project team.

**Team-Sponsor Acceptance**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

<Team Member>

Approved by the Project Sponsor:

Date:

<Project Sponsor Name>

### <Project Sponsor Title>