**[Project Name]**

**Project Charter**

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| **Project Name:** [Project Name] | **Project Version Number:** x.x |
| **Date:** Month Day, Year | **Github Repo:** xxx |

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| **Scope Definition** |
| Broad statement of what the project is about. |
| **Project Mission** |
| As a result of this project we intend to accomplish:   1. This 2. That 3. The other thing |
| **Success Criteria** |
| [How the success of the project is measured – What do we need to accomplish?  (e.g., “By December 31, 2014, the A100 Program should work with 100 Apprentices in Connecticut.”)] |
| **Project Milestones** |
| [Things that mark completion of work units.] |
| **Assumptions, Constraints, & Dependencies** |
| What assumptions are we making about this project?  What constraints do we have (limited resources, team members going on vacation, etc.)?  What dependencies are there? (What depends on something else getting done?) |
| **Related Documents** |
| (Any other documents you’d want to attach to clarify this document?) |
| **Project Organizational Structure** |
| Identify the key stakeholders and team members by role, name, and function. |
| |  |  |  | | --- | --- | --- | | **Role** | **Name** | **Function** | | Product Owner | Name | What are their key responsibilities within this team? | | Scrum Master | Name | What are their key responsibilities within this team? | | Team Member | Name | What are their key responsibilities within this team? | | Team Member | Name | What are their key responsibilities within this team? | | Team Member | Name | What are their key responsibilities within this team? | |
| **Project Authorization** |
| |  |  |  | | --- | --- | --- | | Approved By: | Product Owner | Date | | Reviewed By: | Scrum Master | Date | |