**Project Charter**

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| Project Title *Decide for yourself based on case study* |

Version Control

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| --- | --- | --- |
| Version | Date | Summary of changes |
|  |  | *You can expect to have few versions, so make sure you keep each version and record version number here* |
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Project Justification

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| *A brief summary of the project that includes reference to the commissioning organisation the target end users and providing a justification for initiating the project and the perceived key benefits. Think of the project from the perspective of your customer, this is not about what you want to achieve on the project, but what your customer wants the project to deliver and why.* |

Project Scope

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| *Objectives listed here should relate to the purpose stated above, so should be concerned with business improvement, end-user experience, quality enhancement etc. The objectives should be SMART:*  *S - Specific*  *M - Measureable*  *A - Achievable*  *R - Relevant*  *T – Time Bound*  *For more information -* [*http://www.projectsmart.co.uk/smart-goals.php*](http://www.projectsmart.co.uk/smart-goals.php) |
| *High level requirements of the product or service should be identified here.* |
| *Major deliverables should be identified here* |

Duration

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| *Identify the key milestones and overall timeline for the project* |

Estimated Budget

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| *Estimate the hours of efforts that will be required to deliver the project and any costs associated with the purchase of equipment* |

Roles and Responsibilities

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| Name | Role |
|  | *Will all aspects of the project be delivered by you or will there be contributions by others* |
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Communication and Collaboration Tools

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| *A description of the means by which you will communicate as a team and how you will report to higher levels of management and to clients. To include details of any tools used for the sharing of documentations or files. In the context of this project you need to identify the agreed meeting and reporting schedule for the team. The agreed means of communication between meetings and the repository where documents will be shared and master copies kept.* |