

Elements of a Project Charter

The project charter provides a high-level description of the business need and useful information to get the project approved and started. Your projects are already approved but this creates agreement among the team and the sponsor. Here's what to include in your project charter:

- **Title:** A descriptive title of the project should be at the top of your project charter. For example, "Machine Learning Algorithm" doesn't say much. However, a title like "Tracking Use of Social Media Data and Voter Turnout" informs readers about the goal and why you're starting the project.
- **Brief Description:** Include a background information explaining the need for this project and what you hope to accomplish (at this time). Include business specific language and how this project is in line with the sponsors goals or ongoing work within the organization.
- **Stakeholders:** The stakeholders are the people/company that are either sponsoring the project, DSI advisers or others that might be interested in the results. Think of it as people that will be affected or have interest in the outcomes of the project.
- **Procedures**
 - Outline for meetings and interactions
 - Decision making process
 - Method to make changes to the charter
- **Roles and Responsibilities:** This covers who is going to do what and identifies the responsibilities of the team. For example, the project engineer would be responsible for creating data pipelines. Don't have to have these fixed just yet but just discuss and propose a framework for what roles might be needed on the project.