*[insert name of project here]* **Project Charter**

1. **Aim***Provide a short description of the aim and relevant problem(s) that will be solved by completing this project.*
2. **Scope**

*Describe or list what this project will include/do*

*Describe or list the relevant things this project will not include/do*

1. **Deliverables**

*List the specific things that this project deliver that is part of the included scope and the dare by when each deliverable will complete. Indicate which deliverables that ‘must’ be delivered in order for the aim to be achieved and which deliverables are optional (if any).*

1. **Sponsor and funding source**

*State the name of the sponsor, the organisation represented by the sponsor and the source of funding for this project.*

1. **Milestones & Schedule**

*Please list the milestones that will be needed to achieve each of the deliverables that are included within the scope of this project.*

| **Project Milestone** | **Begin Date** | **End Date** |
| --- | --- | --- |
| **Deliverable 1 milestones :** | | |
| Project start |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Deliverable 2 milestones :** | | |
|  |  |  |
|  |  |  |
|  | | |
|  |  |  |
|  |  |  |
| Project Closure |  |  |

1. **Roles and Responsibilities**

*List the people to involve in this project; what their role in the project is; and what they will deliver (relate this to a milestone where relevant)*

| **Resource Name** | **Organization** | **Role** | **What this person will be do in relation to a milestone** | **Time period resource needed for** |
| --- | --- | --- | --- | --- |
| XXX | YYY |  |  | TBD |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Communication and Reporting**

*State the communication and reporting arrangements for interactions with:*

* The Project Team
* PMC
* Define interactions with TC and SC
* Final report/briefing on pilot study findings and recommendations

1. **Configuration Management Process***State how any of artefacts needed for each of the deliverables will be managed, referring to the relevant rules and rules supplements of the OpenWIS Association.*