Astrea Project Charter - Management

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1 Planning of the project

1.1 Identification of the tasks and description of the tasks

ID	Work Package	Biref task description list
1.1	Meetings Documents	Writing agendas of the meetings: The team's secretary will take note of the topics pending to debate and make a list to be checked by the team. Writing minutes of the meetings: The team's secretary will take note of the debate and conclusions of the meeting.
1.2	Task tracking and scheduling	Project Charter: A description of the project to develop is going to be detailed by all the group members during the first weeks. Team tasks monitoring: The coordinator will ensure tasks compliance and register the progress. WBS and Gantt update: The documents summarizing the project organization will be updated with final dates and final topics assessed.

1.2 Interdepency relationships amogn tasks and human resources and level of effort

ID	Work Package	Time (h)	Prelations
1.1	Meetings Documents	408	BF - 3
1.2	Task tracking and scheduling	50	BB - 1.1

2 Budget

2.1 Engineering hours budget

2.1.1 Cost criteria

The convenia stablished for the engineers salary is of 20 eur/hour, so a direct conversion will be aplied to every time schedule assigned. No special software, tools or material is needed for the management since all the software used is license free for academic purposes.

Using the 100% criteria for the WBS decomposition, the global amounts of costs will be obtained by the sum of the different lower level values.

Work Package	Time (h)	Labour cost (eur)
1-Management		
1.1-Meetings documentation		
Meetings	340	6800
Meetings preparation		
Agendas	10	200
Minutes	10	200
1.2-Task tracking and scheduling		
Project Charter	135	2700
Team tasks monitoring	20	400
WBS and Gantt update	10	200
Total	**525**	**10500**
Total estimated	**525**	**10500**

2.2 Preliminary total cost budget

Work Package	Product cost(eur)	Time (h)	Labour cost (eur)
1-Management			
1.1-Meetings documentation			
Meetings		340	6800
Meetings preparation			
Agendas		10	200
Minutes		10	200
1.2-Task tracking and scheduling			
Project Charter		135	2700
Team tasks monitoring		20	400
WBS and Gantt update		10	200
Total	**0**	**525**	**10500**
Total estimated	**0**	**525**	**10500**