Project Charter Template

**Directions:** Complete the template below based on the project specifics.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title**: Global Treps | | | |
| **Project Start Date:** January 23 **Projected Finish Date:** July 23 | | | |
| **Budget Information:** The allotted budget for the project is $130,000. More funding is available if needed, explanations why are required. The labor will use most of the funding as all hardware is currently in house. | | | |
| **Project Manager:** Robert Minson, (505) 609-4614, RMinson@GlobalTreps.org | | | |
| **Project Objectives:** The Global Treps project will be completed within six months. This is the first charter for the project; the objective is to complete an alpha version within two months, a beta version within four and be ready for commercial release within six. | | | |
| **Success Criteria:** The website and application must meet all written specifications, be tested completely, and be completed on time by July 23. Dr. K will approve the project with advice from other key shareholders. | | | |
| **Approach:**   * Within one month, develop a clear work breakdown structure, scope statement, and Gantt chart detailing the work required to complete the Global Treps project. * Within two months, the first version of both the site and application need to available for testing. * Within four months, the beta version of both the site and application need to be available for testing. * The 1.0 version need to be ready to launch by the deadline. * Weekly progress review meetings will be held with the core project team and the sponsor. * Website and application must be thoroughly tested according to the approved test plans. | | | |
| **Roles and Responsibilities:** | | | |
| ***Name and Signature*** | ***Role*** | ***Position*** | ***Contact Information*** |
| Dr. K | Sponsor | CEO | DrK@GlobalTreps.org |
| Robert Minson | Project Manager | IT Manager | RMinson@GlobalTreps.org |
| Bobby | Team Member | Website Designer | Bobby@GlobalTreps.org |
| Ashok | Team Member | Programmer | Ashok@GlobalTreps.org |
| Kim | Team Member | Programmer | Kim@GlobalTreps.org |
| Alfreda Team Member Programmer Alfreda@GlobalTreps.org | | | |
| **Comments:** | | | |