WEB PROJECT PLAN CONTENTS (PROJECT CHARTER)
GSOE9820, UNSW

GROUP No. _____

Table of contents

1.Project overview

Project Title			
Start Date		**End Date**	
Project Managers	**Contact Details**		
Project Team Members	**Contact Details**		

2.Project Description

Project Purpose	
Project Scope	
Project Deliverables	
Project Resources	(Scientific papers, magazines, internet researches, lecture notes, video instructions etc.)

Roles and Responsibilities	
Roles	**Project Manager**
Responsibilities	
Time allocation	
Roles	**Project Team Member**
Responsibilities	
Time allocation	

3. Key success factors

(i.e. factors that are necessary condition for success of the project. How will success be measured?)

4. Communication plan

Outline communication plan, dates are not needed (e.g. when to use emails, when and how often to communicate through Moodle, when to communicate with your demonstrator and how, when to use SMS and social network and for which purposes)

5. Schedule

Can be represented as a table with deliverables and appropriate dates or a Gantt chart

Deliverables	Start Date	End Date	Responsibilities
			PM
			ALL

7. Agreements

Project Manager 1:   Project Manager 2:

Signature and date: Signature and date:

_____   _____

Signature and dates of project team members:

1. _____

2. _____

3. _____

4. _____

5. _____

Use electronic signatures and circulate it, submit this charter with everyone's approval.

USE YOUR OWN FORMATTING WITH UNSW COVER PAGES.