NSCC Project Charter [Sample]

*[NOTE : Throughout this document you will find comments written in this gray color text. These are parts of the document template that you will need to modify/alter to your own project specifications]*

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## Section 1. Charter Introduction

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision Number** | **Date of Issue** | **Author(s)** | **Brief Description of Change** |
| 1.0 | 2012-10-11 | [???] | Creation of the document. |
| 1.1 | 2012-10-19 | [???] | Completion of Project Charter |
|  |  |  |  |

*[This is where you outline the author(s) of the project charter itself. Any revisions to the project charter would also be outlined here as well]*

### 1.1 Authorization

This Project Charter, for the creation of a NSCC Information Technology Program website has been reviewed in full and approved by the following:

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[client 1 name, title]

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[client 2 name, title] (if applicable)

## Section 2. Project Overview

### 2.1 Project summary

* Outline the project on a general level in point form
* Outline everything from client wants, purpose of the project (what solution does it provide?), budget, etc)

### 

### 2.2 Project scope

#### 2.2.1 Scope definition

In Scope:

* High level bullet list of things that will be implemented by the team in terms of the project

Out of Scope:

* Bullet list of things that will not be implemented by the team

### 

### 2.3 Deliverables

*[This is where you get really detailed. Deliverables are the small pieces of the final product that will be completed and delivered to the client or manager for approval. Since we are using the Agile Scrum methodology these deliverables would be small finished features (the result of a completed sprint)]*

| **Project Deliverable 1:** | **[Deliverable #1 Name]** |
| --- | --- |
| Description: | ??? |
| Acceptance criteria: | [Who is going to accept this deliverable? Client, manager, etc?] |
| Due date: | ??? |
| Dependencies: | [This is where you outline if this deliverable is dependent on the completion of another deliverable – in other words, some sprints need to be completed before other sprints can begin] |
| **Project Deliverable 2:** | **[Deliverable #2 Name]** |
| Description: | ??? |
| Acceptance criteria: | [Who is going to accept this deliverable? Client, manager, etc?] |
| Due date: | ??? |
| Dependencies: | ??? |

### 

### 2.4 Project cost estimate and sources of funding

*[Obviously for Capstone project there are no costs, but in a normal freelance project you would list the costs here. You may have to list hosting costs here for web app deployment after the project is done here so the client is aware of that upcoming cost]*

|  | **Hours** | **Wage** | **Total Cost** |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
| **Totals** |  |  | $18278.00 |  |

## 

## Section 3. Project Organization

### 3.1 Roles and responsibilities

*[In the following section you outline the roles the team members will play in the project development. Below are some examples, but note that they might not apply to your project, and others might have to be added]*

| **Role** | **Description** | **Name/Title** |
| --- | --- | --- |
| Developer | Front End Development | ??? |
| Developer | Database and back end development | ??? |
| Developer | User interface design and back end development | ??? |
| Testing | Contribute opinion, testing, knowledge and other personal resources | ??? |
| Project Manager | Upkeep direction, documentation, and organization | ??? |
| Subject Matter Expert | Broad knowledge of implementation and development | ??? |

### 3.2 Project facilities and resources

*[Here is where you list any sort of hardware, labs, software, etc. that would be needed for the completion of the project]*

* Office Supplies – pens, pencils, paper and printer ink.
* Locations will be computer lab 308 which supplies the use of a printer and computers.
* Hard drives for file backups.
* Hardware Lab 309 supplies us with a web server.

## Section 4. Glossary and Acronyms

Define all terms and acronyms required to interpret the project charter properly.

|  |  |
| --- | --- |
| **Term or Acronym** | **Definition** |
| IT | Information Technology |
| ITPW | Information Technology Program Website |

[Etc…]