Agile Project Charter Example

Project Name:
Final as of (Date):
Author:
Document Location:

Approvals

This document requires the following approvals.
Signed approval forms are filed at this location:

Name	Title
	Project Manager
	Project Sponsor
	Steering Committee Chair

Distribution

This document has been distributed to the following people.

Name	Title

Project Description

A high level description of the project goes here.

Project Scope

A description of the project scope goes here. Include what is in and out of scope.

- **Product vision** – what the project means to achieve or fix, or what opportunity should it leverage

- **Stakeholders** – who are the primary stakeholders for this project and who will participate in function prioritization

Project Manager Responsibilities

Project manager responsibilities specific to this project and corporate "standard" project manager responsibilities should go here. Examples are included below.

Manage and track project functions, estimate accuracy, and backlog	Procure internal and external resources and work with managers to ensure the priority remains for staff to complete defined sprints
Report weekly to senior management and run daily standup meeting	Report burn-down plan variances of 5% or greater to management immediately
Work with business areas to identify new functions and eliminate others as appropriate	Maintain the status board and handle questions from stakeholders
Maintain a risk management plan	Work with sprint teams to solve issues or resolve clarity issues with the business

Project Manager Authority

Can approve change control records valued at 50 hours or less and $5,000 or less if the schedule is impacted by 5% or less	Weekly access to the project sponsor
Has the authority to approve the selected vendor via the RFP process	Has the authority to negotiate and acquire internal resources from the resource managers for project staffing needs and to solve issues during sprints
Has weekly access to project financial data held in the corporate general ledger system	Frequent (daily in some cases) access to key stakeholders such as business managers, end users, functional managers, and procurement personnel
Has the authority to direct the project stakeholders as part of sprint teams	Can work with procurement to acquire labor, products/parts, services, and equipment per the approved procurement plan

Known Assumptions, Risks, and Constraints

If project is mandated by a regulatory agency,
if it must be completed by a specific date (and why), etc.

Initial Business Justification and Estimated Benefits for the Project