# COMP214 – Project Management

**[Project Charter Template]**

## Project Charter

### *<Project Name>*

**Business Information Systems**

**Saskatchewan Polytechnic**

*<Team Members>*

*<Date submitted>*

# **Project Charter**

***<Project Name>***

## Project authorization and introduction

This Charter formally authorizes a project to *<complete the sentence with a descriptive of the project. For example, describe the project in one sentence here – is it to develop and implement a new system, upgrade an existing, perform research, etc.>.* A project plan will be developed and submitted to the Project Sponsor for approval. Commencement of project activities will begin upon approval of the project plan and the resources to execute it by the Project Sponsor.

## Project team and stakeholders

**Project Team**

|  |  |  |
| --- | --- | --- |
| Name | Primary Role | Contact Information |
|  |  |  |
|  |  |  |

**Other Stakeholders**

|  |  |  |
| --- | --- | --- |
| Name | Primary Role | Contact Information |
|  |  |  |
|  |  |  |

## Attendance and participation guidelines

*<Group members should discuss and record specific attendance and performance guidelines. This should include, but not be limited to attendance, reasonable breaks, and classroom behavior and a work from home policy as reflected in the attendance agreement>*

## Communication Plan

### Communications Summary

|  |  |  |  |
| --- | --- | --- | --- |
| Reason for communication | Preferred time of communication | Preferred Medium/ Method | Frequency |
| *<e.g. absence>* | *<e.g. evening prior, if possible, before class if not>* | *<e.g. email to group cc’d to project account>* | *<e.g. for each occurrence>* |
| *<e.g. identified risk occurred>* | *<e.g. at beginning of following class>* | *<e.g. meeting>* | *<e.g. as needed>* |

### Communication Constraints or Assumptions

*<These may include identified periods/times when communication might not be possible, or when alternative communication methods may be required>*

## Project time budget projections

## 

*<How many class hours do you believe will be available for this? Provide how this calculation was made. What out of class effort is expected? How will it be measured? How many person hours are available?>*

### Key Dates

|  |  |
| --- | --- |
| Milestone | Date |
| Initiation Phase | ? |
| Status meeting 1 | ? |
| Planning Phase | ? |
| Status meeting 2 | ? |
| Execution Phase | ? |
| Status meeting 3 | ? |
| Status meeting 4 | ? |
| Alpha demo | ? |
| Status meeting 5 | ? |
| Beta demo | ? |
| Presentation | ? |

Changes to the above delivery dates can be approved by <*Authorizing Name*> without penalty to the project team.

### Terms of Reference (optional)

*<Are there any specific terms that are important? Does the client use any specific terminology that someone might not be familiar with? This can include both terms unique to the customer, as well as common terms that might have specific meanings to the client.*

*Suggested terms include: Client (who are you working for), Contact (who is representing your client), Regrets, >*

## Sign Off

*<Team Member>* *<Team Member>*

*<Team Member>* *<Team Member>*

*<Sponsor>* *<Sponsor>*