

# CMSC5713 - IT Project Management (2019 - 2020)

## Assignment 1: Project Charter (Due 2 October 2019)

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### Description:

Form a team of 2 to 3 members, try to understand each other strengths and weaknesses, past experiences and interests and come up with a topic for your project. The topic should be related to IT. It can be from your work, your study or your interests.

Write a short outline of your project following the form of a Project Charter, which should include the following items:

1. Project Overview
  - What problems your project tries to address?
  - How this project addresses the problems?
  - What differentiate your product or service from other similar existing products or services?
  - Who will be the end users?
2. Scope of Work
  - What are covered and not covered by the project?
  - What are the deliverables?
  - Rough time estimate and timeline of the key project phases
  - Proposed budget
3. Approach
  - How do you plan to realize the output of the project?
4. Project Organization
  - Who will be the project manager among you and why?  
(although it will be just a role play, but tries to consider it seriously within your team, what positions should each member play within the project based on their past experiences)
  - Roles and responsibilities of other key stakeholders, including the project sponsor
5. Assumptions

### Submission Guidelines:

On the due date, each group should:

1. submit a printed copy of your project charter to the instructor during the class.
2. e-mail a soft copy of your project charter to [hartanto@cse.cuhk.edu.hk](mailto:hartanto@cse.cuhk.edu.hk) with the subject line "CMSC5713 Project Charter".

### Grading:

This assignment will contribute 15% to the final marks. It will not be graded on the precise format. But, you must include each of the sections outlined above.

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