



# Project Charter Template

## PROJECT CHARTER

1. General Project Information				
Project Name:	Live Air Traffic Chart for Little Rock			
Executive Sponsors:	Bruce Bauer			
Department Sponsor:	Elizabeth Pierce			
Impact of project:				
2. Project Team				
	Name	Department	Telephone	E-mail
Project Manager:	Miguel Del Carmen			mddelcarmen@ualr.edu
Team Members:				
3. Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this project)				
4. Project Scope Statement				
<b>Project Purpose / Business Justification</b> Describe the business need this project addresses				
Quick access website/app for customers to live flight information for Little Rock				
<b>Objectives (in business terms)</b> Describe the measurable outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy				
Easier tracking for incoming and outgoing flights.				
<b>Deliverables</b> List the high-level "products" to be created (e.g., improved xxxx process, employee manual on yyyy)				
One-stop app or website for all your flight information needs.				



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**Scope** List what the project will and will not address (e.g., this project addresses units that report into the Office of Executive Vice President. Units that report into the Provosts Office are not included)

The app/website will feature live flight information: current GPS location, takeoff time, travel time, landing ETA, destination, delays and other unforeseen issues

Live map

**Project Milestones** Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones

Inception: Summer 2023

Planning: Late Summer 2023

Construction: Fall 2023

Delivery: December 2023

**Major Known Risks (including significant Assumptions)** Identify obstacles that may cause the project to fail.

Risk	Risk Rating (Hi, Med, Lo)
Possibility of tracking military aircraft	Med
Manpower burnout	Med

**Constraints** List any conditions that may limit the project team's options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).

Only one person will be doing the project from conception to final release

**External Dependencies** Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?

Project success will depend on strict schedule

**5. Communication Strategy** (specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.

Project Manager will be giving an update to sponsors every week.

## 6. Sign-off

	Name	Signature	Date (MM/DD/YYYY)
Executive Sponsor	Bruce Bauer		
Department Sponsor	Elizabeth Pierce		
Project Manager	Miguel Del Carmen	<i>Miguel Del Carmen</i>	05/10/2023

## 7. Notes



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