**Project Plan, Team Charter**

**<Name of Project>**

**<Partner Organization>**

|  |  |
| --- | --- |
| Industry Partner |  |
| Primary Instructor |  |
| Team Member |  |
| Team Member |  |
| Team Member |  |
| Team Member |  |
| Team Member |  |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
|  |  |

**Table of Contents**

**1. Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective |  |
| Corporate Goals Addressed |  |
| Planned Start Date |  |
| Planned End Date |  |

**2. Project Approvers, Reviews and Distribution List**

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**3. Scope**

Define the sum total of all of its products and their requirements or features.

|  |  |
| --- | --- |
| In Scope | Out of Scope |
|  |  |
|  |  |
|  |  |
|  |  |

**4. Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**5. Assumptions**

This project makes the following assumptions;

**6. Dependencies**

The following are the internal and external dependencies that will have to be acknowledged and addressed;

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
|  |  |  |  |
|  |  |  |  |

**8. Communication**

**Reporting**

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
|  |  |  |
|  |  |  |

**Meetings**

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
|  |  |  |  |
|  |  |  |  |

**9. Task Listing (WBS- Work Breakdown Structure)**

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Tasks | Duration | Dependency |
| A |  |  |  |
| B |  |  |  |
| C |  |  |  |
| D |  |  |  |
| E |  |  |  |

**10. Gantt Chart**

Create a Gantt Chart from your Task Listing

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Weeks | | | | | | | | | | Complete |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
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**11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**12. RAM – Responsibility Assignment Matrix**

Create a RAM from your Task Listing. A sample is shown below:



**13. Approval**

The signatures below indicate their approval of the contents of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
|  |  |  |  |
|  |  |  |  |
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