Project Charter (1%)

# CST8334 Software Development Project

Due Date: Refer to due date POSTED ON BRIGHTSPACE

Submit **one** Project Charter per team (File name: <<team name>> Project Charter) to the project professor via Brightspace and a copy in **MS Word** format must be stored in a team shared drive.

**Submission email accompanying report must contain:**

* Link to editable report on Shared Drive/Sharepoint/Teams
* Formal salutation (Dear Mr. Professor) and closure (With regards,…On behalf of *Team*)
* Content showing the name of the report, the report’s purpose and scope

On each page of the report, except the title page, include a footer (page numbers) and header (report name and team name). Footnote or endnote citations must be used to reference your sources. (See: https://algonquincollege.libguides.com/citingandreferencing)

The Project Charter is a roadmap of how your team plans to operate. Some typical Project Charter components are not requested (Team Mission, Goals, Objectives, Success metrics and Outstanding Issues), to allow the team to focus on lean documentation requirements, while providing an opportunity for agreement on basic rules of operation.

This page as well as all informational text in *italics* needs to be deleted before final submission.

When the document is ready, export to pdf and each member must sign. You can do this by storing the pdf on OneDrive/Sharepoint, open it with the OneDrive App and choosing edit->signature. The signed version must be submitted to Brightspace.

Pre-Submission Checklist:

* Team Name created (Do not simply use your team number, brainstorm a creative and professional team name)
* Team building activity performed
* Title Page complete and correct
* Page headers/footers
* Footnote/endnote citations
* *Italicized* instructions removed throughout document
* Optional sections without content are removed
* Font face and size are consistent throughout document
* Document signed by EVERY team member
* Table of Contents updated
* Document stored in MS Word format on Shared Drive/Teams/Sharepoint
* PDF signed document uploaded to Brightspace
* Email sent to professor per instructions above

Title Page

The title page must contain the following information:

* The title of the report “Project Charter” and Project name
* “Prepared By:” Team Name, Project point person, and members (order by last name)
* Algonquin College Advisor: Your course advisor
* Date of submission (format YYYY-MM-DD).

# Revision History

***All team members must contribute.*** *Discussion is part of the contribution. Example:* [*https://www.researchgate.net/figure/Information-Security-Policy-Revision-History\_tbl1\_303741972*](https://www.researchgate.net/figure/Information-Security-Policy-Revision-History_tbl1_303741972)

|  |  |  |
| --- | --- | --- |
| Description | Author | Date |
| Initial version | Project Advisor | 2021-05-05 |
| Report section(s) modified | Student Name | Jan. |
| Report section(s) modified | Student Name | Jan. |
| Report section(s) modified | Student Name | Jan. |
| Report section(s) modified | Student Name | Jan. |

# Table of Contents

*You must use proper styles in order for the Table of Contents to show the correct info, you must update the Table of Contents before submitting for signature.*

[CST8334 Software Development Project 1](#_Toc71105311)

[Revision History 3](#_Toc71105312)

[Table of Contents 3](#_Toc71105313)

[Team Composition and Roles 4](#_Toc71105314)

[Purpose 4](#_Toc71105315)

[Tools and Resources 4](#_Toc71105316)

[Timeline 4](#_Toc71105317)

[Team Operations (Ground rules and consequences) 4](#_Toc71105318)

[Commitment to the Charter 5](#_Toc71105319)

[Appendices 6](#_Toc71105320)

[Appendix A Project Schedule 6](#_Toc71105321)

# Team Composition and Roles

*Identify team members, leadership and roles. Include a picture (1 inch by 1 inch) of each team member.*

* Core:
  + Project Group Email Address
  + Project Group Members (listed alphabetically by surname)
    - Name (Include both formal and informal name – to be used in communications)
    - Email Address
    - GitHub Username
  + Client
    - Name
    - Title (optional)
    - Organization
    - Email Address
* Support/Advisory
  + Project Advisor
    - Name
    - Email Address

# Purpose

*Describe the purpose of the charter. 2-3 sentences.*

# Tools and Resources

*List tools and resources the team expects to use (example: software tools, communication tools, meeting room reservations, BYOD, …).*

# Timeline

Appendix A includes a Gantt chart, with an overview of sprint duration, documentation deliverables and coding deliverables. The Gantt chart provides a baseline and is subject to change through notification from the project professor.

# Team Operations (Ground rules and consequences)

*Identify the team’s commitment to:*

* *The number of hours of work expected of each team member per week (suggested 12 hours per week)*
* *The days, times and locations scheduled for regular team meetings (at least twice weekly, more in final stages of the project).*
* *Name the preferred decision-making strategy (majority rules, consensus …).*
* *Describe the strategy for allocating work to team members.*
* *Describe the group rules related to lateness, absenteeism and low participation.*
* *Describe one team building exercise used by the team.*

*Examples and resources:*

* [*https://laurelandassociates.com/wp-content/uploads/2011/07/TeamOperatingPrinciples.pdf*](https://laurelandassociates.com/wp-content/uploads/2011/07/TeamOperatingPrinciples.pdf)
* [*https://leading-resources.com/team-building/team-operating-principles/*](https://leading-resources.com/team-building/team-operating-principles/)
* [*https://www.forbes.com/sites/work-in-progress/2014/09/10/build-a-high-performing-team-in-30-minutes/*](https://www.forbes.com/sites/work-in-progress/2014/09/10/build-a-high-performing-team-in-30-minutes/)

# Commitment to the Charter

*Replace <Team Member’s name> with the team member’s name in the same order as in section Team Composition and Roles.* *Include the following statement:*

Team <<insert team name>> created this Charter and agree to adhere to and be accountable for following its spirit and content. Show agreement by signing below.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| <Team Member’s name> Signature |  | Date |
|  |  |  |
| <Team Member’s name> Signature |  | Date |
|  |  |  |
| <Team Member’s name> Signature |  | Date |
|  |  |  |
| <Team Member’s name> Signature |  | Date |
|  |  |  |
| <Team Member’s name> Signature |  | Date |
|  |  |  |
| <Team Member’s name> Signature |  | Date |

# Appendices

## Appendix A Project Schedule

