Project Charter

[PROJECT NAME]

Date

Group Members:

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Instructions:

Wherever there is a [word] then you enter your data there.

Also, modify the header and footer to match your group.

All section reference the textbook.

After completion, you may delete this instructions page, and any other material irrelevant to your project.

# Section 1. Project Overview

## Problem Statement

*Describe the business reason(s) for initiating the project, specifically stating the business problem**, opportunities, directives, or strategic plans the project fulfills. See section 6.4.*

## Project Description

*Describe the approach the project will use to address the business problem.*

## Project Vision

*Describe the project vision. See section 6.4.1.*

## Project Goals and Objectives

*Describe the business goals and objectives of the project. Refine the goals and objectives stated in the Business Case.*

* *Goal #1*
* *Goal #2*

# Section 2. Project Scope

*Define the project boundaries, state what is included and what is excluded. (See section 6.4.3)*

*Process boundaries*

*Organization boundaries*

*Information boundaries*

*List systems to include (if known)*

*List main functions to be delivered*

## Deliverables

*List and describe the tangible deliverables. See section 6.4.2.*

## Constraints

*List the limitations that will influence achievement of the project goals. Constraints are external factors that you cannot control such as resources, staff, training, knowledge, time, budget, conformance to standards, regulations, existing systems, business restrictions, and other external factors you need to monitor.*

## Assumptions

*What assumptions are you making at the start of the project?*

# Project Organization

*Describe the project organization, and show the organizational chart.*

# Work Breakdown Structure

*Create a work breakdown structure for the project.*

# Project Schedule

*Create a high-level Gantt Chart depicting the major activities and the main milestones for the project. If approved, a more detailed project schedule would be developed.*

*For each activity, estimate how many man-hours are required and make preliminary assignments of staff to activities.*

*See Section 6.5.1 for how to develop the work break-down schedule that is used to derive the schedule.*

*Sample High-level Gantt Chart (modify to fit your project by changing dates)*



# Project Budget

*Provide a macro-level estimate of the budget. Estimate each activity in the schedule by the rate multiplied by the number of man-hours for the activity. Some activities are estimated as a percentage of the overall budget (e.g., in large ERP projects training is approximately 10% of the overall budget). Include project management in the budget and estimates for hardware, software, and technology.*