Project charter is the first document created on any project, that contains all basic info about project.

It is created and signed by project sponsor, who gives money to develop the project.

This charter goes to project manager, so this charter will contains the cost, high scope, risk of project and the resource needed to develop the project.

**DETAILS ABOUT FIELDS IN PROJECT CHATER**

1. **Project Charter Version Control**

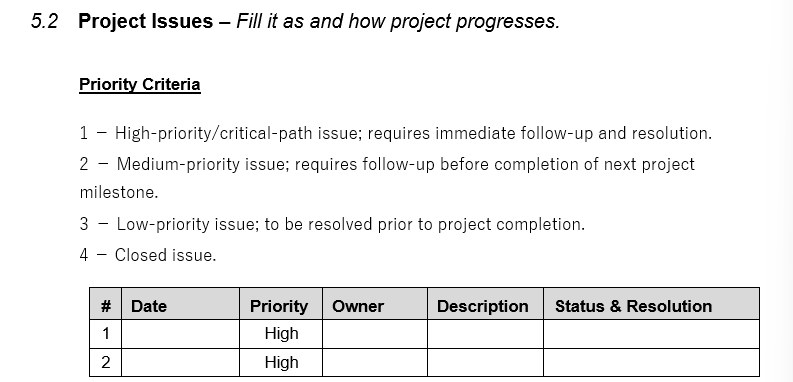
It contains info about the project stage or phase, each phase represented as Version.

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 14/09/2023 |  | Document created |
| 1.1 | Date of change | Name of the person who made change | Specify what changes are done |

1. **Risk –** specify the risk which might occur on future for developing the project, it includes probability of particular risk will occur on future
2. **Need to fill day by day filed in charter**

While doing the project the issues faced by the team should be specified here.

Status filed should these values OPEN/CLOSE.

****