# Project Charter – Title of Your Project and Project Code

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***NOTES:***

* This Skeleton Charter is provided as the foundation of a report to senior management. It must be brief and to the point, and easily understood by someone like the Dean of the Melbourne School of Engineering.
* Text in red is meant for your guidance only. Replace all the text in red with your own project-specific information.
* Page breaks are permitted, if necessary, ONLY where you see “Page break is PERMITTED here.

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| --- | --- |
| ***Author*** | Your name as the author of this Charter |
| ***Author ID*** | ***Your Student ID must go here*** |
| ***Document Issued on*** | Date of submission |
| ***Document Version No.*** | ***1.0 (or whatever)*** |

***Objective:***

***What are you planning to achieve and deliver? This is the most important part of the Charter.*** Having read and understood the Brief Description of your Final Year Project, express the Objective of Your Project in your own words. For example, if you were creating an alarm clock, you might say something like: *To produce and test a prototype of a “Waker-Upper” device that will wake up the user at a pre-set time, and also display the time of day. The prototype is to be used as a Proof of Concept for a potential mass-market product, which could be called an “Alarm Clock”.*

***Brief Description:***

This adds more information to the Objective. You may copy all or part of the Brief Description of your Final Year Project, edited according to your needs. Add a citation to that document and a reference at the end.

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***Scope:***

See lecture material on MoSCoW Method

***In Scope:***

- Evaluation and final choice of mechanical and electronic technologies for the Waker-Upper.

- Design, construction, and testing of prototype Waker-Upper.

***Out of Scope:***

Explain what is NOT included, even though it might be useful or perhaps expected by some readers. Example: Market Research

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***Stakeholders:***

|  |  |
| --- | --- |
| ***Supervisor / Sponsor:*** | |
| Supervisor’s Name | Department |
| ***Additional Supervisors / Sponsors:*** | |
| Name | Department |
| ***External Customers / Sponsors:*** | |
| Name | Company or Institution, such as “Alarm Clocks ‘R’ Us Pty Ltd” |
| ***Team Members:*** | |
| Your Names | (YOU are the Project Managers) |
| Another Name – may be real or hypothetical | Role – may be real or hypothetical |

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***Timing of Major Milestones: These must be S.M.A.R.T.P.S – Specific, Measurable, Realistic, and so on. (See Lectures)***

***Examples are:***

|  |  |
| --- | --- |
| 1. Requirements approved | Date of completion |
| 2. Design completed and approved | Date of completion |
| 3. Construction finished | Date of completion |
| 4.Testing completed and documented | Date of completion |
| 5. Final Re-design, Construction, and Testing completed | Date of completion |
| 6.Endeavour Demonstration delivered | Date of completion |
| 7.Presentation (Oral Exam) given | Date of completion |
| 8.Final Report Submitted | Date of completion |

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***Success Measurement Criteria:***

When you are finished, what will you MEASURE or DEMONSTRATE to PROVE that your project was a success, beyond any possible dispute? You should include two types of test, as follows:

***1.*** ***Functional Tests*** – does the deliverable perform the functions planned? Don’t use phrases like “a nice interface” or “full documentation” which are close to meaningless. For example: The alarm on the “Waker-Upper” sounds at a pre-set time.

***2.*** ***Quantitative Performance Tests*** – how well does it perform. Include quantitative targets. Don’t use phrases like “no errors” or “completely reliable” – be more modest and allow for the worst performance that would still be considered successful. For example: the time on the “Waker Upper” should be accurate to within 5 minutes per day, or better.

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***Critical (Important) Success Factors:***

Critical Success Factors are “CRITICAL INPUTS” in the sense that they are important things you need to GET and VERIFY that you GOT them. The Project Manager is relying on these, and if they do not get delivered the consequences will be very significant. Include the inputs and assumptions you are relying on as well as the unique critical tasks and actions that need to be verified.   
  
CSFs do not include your routine processes which are under your control. CSFs include only specific critical INPUTS or ACTIONS that are generally outside your direct control, but must arrive in good time, or the project is doomed.

List two types of Critical Success Factors:

***1.*** ***Important Inputs*** that you have to GET in order to do your job. Don’t include things like “teamwork” or “lots of meetings with our Supervisor” because those are generic to EVERY project. Just describe the things that are especially critical for THIS project. Include assumptions that you believe are true, but which could upset the project if they are not.

***2.*** ***Important Tasks and Actions*** that you or your supervisor (or someone else) needs to do. Include the most challenging and risky tasks, or the things you want your supervisor to remember to do without fail. Do not include routine things like “be available for meetings”, or “study our coursework theory”.

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***Major Risks and Treatments:*** Risks, by definition are random events. Within “Major Risks”, include only the risk management decisions that you need to discuss with your supervisor or senior management. DO include any routine Lab Hazards and their countermeasures, assuming your supervisor wants to be reassured you are managing those risks. DO NOT include ROUTINE safety precautions, or MUNDANE risks like absences due to illness, or scratching yourself on sharp equipment.

|  |  |
| --- | --- |
| Risk (technical?) – describe risk | Explain the treatment |
| Risk (people?) – describe risk | Explain the treatment |

|  |  |
| --- | --- |
| Overall Probability of Technical Success | 0% – 100% with very brief explanation |

Overall Probability of Technical Success should be included at the end of the Risk Management section. As a general guideline, here are some ***possible suggestions***:

* Exploration of technological options - Research prior to Development. less than 60%
* Investigation of possible new technology - Bleeding Edge. 60% -75%
* Development based on untested technology - Proof of Concept. 75% - 90%
* Technology is well known in theory, but not completely familiar to the Project Team - Challenging Development. 90% - 95%
* Improvement of existing product - Refinement Project. 95% - 99%

Note that in a development project there would be a similar assessment of Probability of Commercial Success, assuming the project achieves Technical Success.

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***Cost – Budgetary Estimate:*** This is the second most important item in your Charter, after the Objective.

“Budgetary Estimate” means the estimated maximum you may spend before asking for permission to go over-budget. It does not require your estimate to the nearest dollar and cent.

The cost per hour is not the salary you are paid, it is the hypothetical total cost of employment (typically about double the salary).

All sundries that are worth less than $100 each should be bundled up into a one-line entry called “Sundries” (maybe two lines if the total goes over $1000)

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item/Category*** | ***Number*** | ***Unit Cost*** | ***Subtotal*** |
| Item/Category | Number | $ value per unit | Subtotal for this row |
| Item/Category | Number | $ value per unit | Subtotal for this row |
| Hours (students) | Number of hours   x  Number of students | $100 per hour | Subtotal for this row |
| Hours (supervisor) | Number of hours | $200 per hour | Subtotal for this row |
|  |  | ***Total Cost:*** | Total |

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***Signatures:***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Role*** | ***Name*** | ***Signature*** | ***Date*** |
| ***Sponsor (Internal)*** | Name |  | Date |
| ***Sponsor (External)*** | Name |  | Date |
| ***Project Manager*** | Your Name |  | Date |

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***References:***

|  |  |  |
| --- | --- | --- |
| ***Document*** | ***Version No.*** | ***Date*** |
| Brief Description of Project (Title of your FYP) | Number | Date |
| Skeleton Charter by Bob Warfield | 1.3 | 01/03/2019 |
| Name of Document | Number | Date |

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Remember to delete all remaining red text (including this) before submission.