*<Project Name>*

project charter

Version *<1.0>*

*<mm/dd/yyyy>*

|  |  |
| --- | --- |
| **Assignment group number:** | *<##>* |

|  |  |  |
| --- | --- | --- |
| **Student:** | **Student number:** | **Student name:** |
| Leader | *<Leader’s ##>* | *<Leader’s full name>* |
| 2 | *<##>* | *<Full name>* |
| 3 | *<##>* | *<Full name>* |

Document Control

[Provide information on how the development and distribution of the Project Charter up to the final point of approval was controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | *<Author name>* | *<mm/dd/yy>* | *<name>* | *<mm/dd/yy>* | *<reason>* |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

***Note to the Authors***

[This template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.

* Blue italicised text enclosed in square brackets ([text like this]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.
* Blue italicised text enclosed in angle brackets (<text>), if any- indicates a field that should be replaced with information specific to a particular project.
* Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats.

When using this template for your project document, it is recommended that you follow these steps:

* Replace all text enclosed in angle brackets (i.e., <Project Name>) with the correct field values. These angle brackets appear in both the body of the document and in headers and footers.
* Modify boilerplate text as appropriate to the specific project.
* To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. Styles used for the Section Headings are Heading 1, Heading 2 and Heading 3. Style used for boilerplate text is Body Text.
* To update the Table of Contents, right-click and select “Update field” and choose the option- “Update entire table”
* **Very Important: Before submission of this document, delete this “Notes to the Author” page and all instructions to the author, which appear throughout the document as blue italicised text enclosed in [square brackets].**

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[Remember to update your table before submission, and ensure there are no “ERROR!” messages]

# Executive Summary

[You should write this section last. This section must summarise everything in your Project Charter so that a busy business executive can quickly absorb important information just by reading this section. This section should be half a page (min) to one page (max) in length.]

# Introduction

## Background

[Provide background and context. Write about what led to this project.]

## Purpose

[Here you should write about **why** you’re doing this project. It should follow logically from the Background section above.]

## Objectives

[State the project objectives here. They should follow logically from the Purpose section above.]

The objectives of the *<Project Name>* are as follows:

* *[Insert Objective 1]*
* *[Insert Objective 2]*
* *[Add additional bullets as necessary]*

## Overview

[Write about **how** you’re going to execute your project. You should consider your estimated project duration and budget, and outline your **major milestones** (which should align with your WBS in the latter section).]

## Major Deliverables

The following table presents the major deliverables that the project’s product, service or result must meet in order for the project objectives to be satisfied.

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

## Scope and Boundaries

[Describe the inclusive and exclusive boundaries of the project. Specifically address items that are out of scope.]

# Project Organisation

## Resources

[List the resources you will need for this project. For people resources, include any relevant qualifications/certifications they will need to hold. Include resource availability during the project lifetime.]

## Stakeholders

[Provide a list of internal and external stakeholders]

# budget Estimate

## Funding Source

[Insert here.]

## Estimate

This section provides a summary of estimated spending to meet the objectives of the *<Project Name>* project as described in this project charter. This summary of spending is preliminary, and should reflect costs for the entire project lifecycle. It is intended to present probable funding requirements and to assist in obtaining budgeting support.

*[Insert a summary of estimated spending in table or list form with a grand total at the end, and any left over money. You should consider every resource in your project and make educated estimates about their costs (i.e., search on the internet what each resource would realistically cost).]*

# Schedule and Responsibilities

## Work Breakdown Structure

[Show a **detailed WBS** that includes all the elements as per the course content. Ensure that you have a minimum of 50 tasks.]

## RACI Matrix

[Show a **detailed RACI matrix** that includes all the elements as per the course content.]

# Assumptions And Risks

## Assumptions

This section identifies the statements believed to be true and from which a conclusion was drawn to define this project charter:

1. [Insert description of the first assumption.]
2. [Insert description of the second assumption.]

## Risks .

| **Risk** | **Likelihood** | **Severity** | **Contingency Plan** |
| --- | --- | --- | --- |
|  |  |  |  |

*[Ensure that you have at least 8-10 risks in the table above. Ensure that you have defined your criteria for likelihood and severity in the tables below. Do not copy or paraphrase the Risks in the Specification document – they are not the risks that should go in this section. Here you need to identify risks that could cause this project to be delayed or not achieve its objectives and/or fulfil its purpose. Be creative and insightful – don’t just write “Run out of time/money”.]*

| **Likelihood Label** | **Description** |
| --- | --- |
|  |  |

| **Severity Label** | **Description** |
| --- | --- |
|  |  |

# Project Evaluation

## Key Performance Indicators

[Provide a list of metrics and/or Key Performance Indicators (KPIs) that will be used to track the project and its success.]

# project Charter approval

The undersigned acknowledge they have reviewed the project charter and authorise and fund the *<Project Name>* project. Changes to this project charter will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are desired. Examples of such individuals are Stakeholders, Project Manager or Project Sponsor. Add additional lines for signature as necessary. Although signatures are desired, they are not always required to move forward with the practices outlined within this document.]

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

APPENDIX A: REFERENCES

[Insert the name, version number, description, and physical location of any documents referenced in this document or used in the research for developing this document. Add rows to the table as necessary.]

The following table summarises the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
| *<Document Name and Version Number>* | *[Provide description of the document]* | *<URL or Network path where document is located>* |

APPENDIX B: KEY TERMS

*[Insert terms and definitions used in this document. Add rows to the table as necessary.]*

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |

**Teamwork Mechanics**

|  |  |
| --- | --- |
| Meeting # 1 | Date: |

**Attendees:**

* [Name 1]
* [Name 2]
* [Name 3]

**Discussion Points:**

**Actions Items:**

|  |  |
| --- | --- |
| Meeting # 2 | Date: |

**Attendees:**

* [Name 1]
* [Name 2]
* [Name 3]

**Discussion Points:**

**Actions Items:**

|  |  |
| --- | --- |
| Meeting # 3 | Date: |

**Attendees:**

* [Name 1]
* [Name 2]
* [Name 3]

**Discussion Points:**

**Actions Items:**

|  |  |
| --- | --- |
| Meeting # 4 | Date: |

**Attendees:**

* [Name 1]
* [Name 2]
* [Name 3]

**Discussion Points:**

**Actions Items:**

**Proportion of marks and justification:**

*Please discuss as a team how you think the proportion of marks for this assignment should be split, based on the level of engagement put in by each group member. Please ensure that you can back up any claims you make with documented evidence (if asked to supply the evidence).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Student number:** | **Student name:** | **Proportion of marks (in %):** | **Reason:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |