Project Charter

Project Title: _____

Date: _____

Student Name(s): _____

Instructor/Teacher: _____

1. Project Overview

Provide a brief description of the project, including the main concept and the anticipated final product or outcome.

- **Description**:

2. Project Objectives

List the key objectives that the project aims to achieve. Be specific about what you intend to learn, create, or solve through this project.

- **Objective 1**:
- **Objective 2**:
- **Objective 3**:
- (Add more as needed)

3. Project Scope

Define the scope of the project, including what will be done and what will not be included. This helps set boundaries and expectations for the project.

- # In Scope:
- # Out of Scope:

4. Roles and Responsibilities

Identify the roles within the project team (if applicable) and outline the responsibilities for each member. If working individually, outline your roles and responsibilities.

- **Role 1**:
  - **Responsibilities**:
- **Role 2**:
  - **Responsibilities**:
- (Add more as needed)

5. Resources Required

List the resources (information, materials, tools, etc.) you anticipate needing to complete the project.

- **Resource 1**:
- **Resource 2**:
- (Add more as needed)

6. Initial Timeline and Milestones

Outline a preliminary timeline for the project, including key milestones and their expected completion dates. This can be revised as the project progresses.

- **Week 1-2**:
  - **Milestone**:
- **Week 3-4**:
  - **Milestone**:
- **Week 5-6**:
  - **Milestone**:
- (Adjust according to project length)

7. Risks and Challenges

Identify potential risks or challenges that could impact the project and suggest strategies for mitigating these risks.

- **Risk/Challenge 1**:
  - **Mitigation Strategy**:
- **Risk/Challenge 2**:
  - **Mitigation Strategy**:
- (Add more as needed)

8. Expected Outcomes and Success Criteria

Describe what successful completion of the project looks like and how you will measure success.

- **Expected Outcome 1**:
- **Success Criteria**:

- **Expected Outcome 2**:
- **Success Criteria**:
- (Add more as needed)

9. Approval Signatures

Signatures of the student(s), instructor, or project mentor to indicate agreement on the project's plan and commitment to its execution.

- **Student Signature(s)**: _____ Date: _____
- **Instructor Signature**: _____ Date: _____