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**Abstract**

This document help team member control document & product during development software.

**Project Charter**

**Foxes Project**

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# Introduction

The <Project Name> project charter documents and tracks the necessary information required by decision maker(s) to approve the project for funding. The project charter should include the needs, scope, justification, and resource commitment as well as the project’s sponsor(s) decision to proceed or not to proceed with the project. It is created during the Initiating Phase of the project.

The intended audience of the <Project Name> project charter is the project sponsor and senior leadership.

# Project Description

## System Context

[Typically, the description should answer who, what, when and where, in a concise manner. It should also state the estimated project duration and the estimated project budget]

## Feature Requirements

* Feature 1
  + Functional 1
  + Functional 2
* Feature 2
  + Functional 1
  + Functional 2
* Feature n
  + Functional 1
  + Functional 2
  + …

# Project Stakeholders

[Examples of stakeholders include an epidemiologist performing a behavioral research project and people in the field collecting data using a software application (the proposed project) to collect the data required for a behavioral research project.]

# Team Structure

## Team structure

## Roles & Responsibilities

| **Name & Organization** | **Project Role** | **Project Responsibilities** |
| --- | --- | --- |
| <Name>  <Org> | Project Sponsor | Person responsible for acting as the project’s champion and providing direction and support to the team. In the context of this document, this person approves the request for funding, approves the project scope represented in this document, and sets the priority of the project relative to other projects in his/her area of responsibility. |
| <Name>  <Org> | Government Monitor | Government employee who provides the interface between the project team and the project sponsor. Additionally, they will serve as the single focal point of contact for the Project Manager to manage CDC’s day-to-day interests. This person must have adequate business and project knowledge in order to make informed decisions.  In the case where a contract is involved, the role of a Government Monitor will often be fulfilled by a Contracting Officer and a Project Officer. |
| <Name>  <Org> | Contracting Officer | Person who has the authority to enter into, terminate, or change a contractual agreement on behalf of the Government. This person bears the legal responsibility for the contract. |
| <Name>  <Org> | Project Officer | A program representative responsible for coordinating with acquisition officials on projects for which contract support is contemplated. This representative is responsible for technical monitoring and evaluation of the contractor's performance after award. |
| <Name>  <Org> | Project Manager (This could include a Contractor Project Manager or an FTE Project Manager) | Person who performs the day-to-day management of the project and has specific accountability for managing the project within the approved constraints of scope, quality, time and cost, to deliver the specified requirements, deliverables and customer satisfaction. |
| <Name>  <Org> | Business Steward | Person in management, often the Branch Chief or Division Director, who is responsible for the project in its entirety. |
| <Name>  <Org> | Technical Steward | Person who is responsible for the technical day-to-day aspects of the system including the details of system development. The Technical Steward is responsible for providing technical direction to the project. |
| <Name>  <Org> | Security Steward | Person who is responsible for playing the lead role for maintaining the project’s information security. |

# Project Deliverables

* For Software Management Project
  + Project plan
  + Requirement specification (including architectural drivers)
  + System design
  + Time logs
  + Peer reviews
  + Process framework reflection paper
  + The operational system and installation instructions
  + Product demonstration and final presentation
* For customer:
  + User guide , installation guide
  + Source code and deployed servers in customer site

# Commitments

Commitment between stakeholders

# Revision

|  |  |  |  |
| --- | --- | --- | --- |
| # | Date | Editor | Description |
| 1 |  | Author |  |