* Charter (include in your charter the following)
  + Project Name
  + Project Abstract - one paragraph, high-level description of the overall project
    - Project Purpose – what needs does the project meet?
    - Stakeholders – who will the project help?
    - User Stories and Critical Success Factor(s) – how/when will you know your goal is met?
  + Anticipated Completion
  + Approved Budgets
  + Project Team – each with a role and responsibilities
  + Sign off of stakeholders