



SM502

SOFTWARE MANAGEMENT

**TEAM PROJECT**

**CHARTER**

**<PROJECT NAME>**

**<GROUP NAME>**

**Group Members**

**<1>**

**<2>**

**<3>**

**<4>**

**<5>**

**2023**

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A project charter is a document issued by the project initiator or sponsor that formally authorizes the existence of a project and provides the project manager with the authority to apply organizational resources to project activities.

This project charter is prepared for <PROJECT NAME>, by <GROUP NAME>. 2023

## EXECUTIVE SUMMARY

In 5-7 sentences, please, do summarize the content of this document. This part should be enough for top management to understand the whole document. Do craft and refine this part of the document accordingly. You may try to answer who, what, where, when, why, and how questions.

## GOAL AND OBJECTIVES

In this part of the document, please document the goal and objectives of the project. Give details about why you are to do this project and why it matters. Discuss the “value” that you are to deliver.

## OUTCOMES AND DELIVERABLES

Please, list the major outcomes and deliverables of the project. If you plan to deliver interim products, you should give details about these too. Include all applicable items (plans, technical documents, source code, executable, etc.) with delivery dates.

## DEFINITION OF SCOPE

Please, define and detail the scope of work to be done. This part should be traceable to the goals and objectives of the project. If you want to exclude special things, do document these too to ensure that the scope is well understood and agreed upon.

## BUDGET

Please, list engineering (person-months) and other budget items (hardware, software, office, service, etc.) cost details. Don’t forget to add your profit percentage.

You should list each cost, overall cost, profit, and total budget details.

## MAJOR MILESTONES

Please, do define and list major milestones for your project. You may include requirements approval, design approval, tests, invoicing details, etc. You should include the start and end dates of major project phases.

## ASSUMPTIONS AND CONSTRAINTS

Please, do document any relevant internal and external assumptions (what you expect) you made and constraints (what limits you) you have regarding the project.

## INITIAL RISKS

Please, identify and define at least two risks (one threat and one opportunity).

Cause (reason), risk (uncertainty), and effect (consequence) of each risk shall be identified and defined.

## PROJECT ORGANIZATION CHART

Please, prepare and insert your project organization chart here. In addition to your project group members, you should include external stakeholders of your project team, if any.

Add name, last name, role, and position details on the chart.

## APPROVAL AND AUTHORIZATION

**Prepared by the Project Manager:**

Sign

Name and Last Name

Date

**Approved by the Project Sponsor:**

Sign

Name and Last Name

Date

## CONTRIBUTIONS

In this part of the document, the contribution(s) of each team member is clearly elaborated.

Please, give the name and last name of each member, and do a list and detail the relevant contributions of each team member.

This is not part of the project charter, yet this information is to be used for assessment and evaluation purposes. You should document what parts are done by each of you. It may be possible that some parts are done by all or some of you together. What the instructor wants to see is the work done by each team member for the preparation of this assignment.