

The Project Charter is a document which summarizes the primary components of the initiation stage of a project: the project scope and deliverables, the activities to be completed during the course of a project, and the mechanism of communication and review for the project. The Project Charter serves as the document which summarizes the information contained in the Proposal document, and allows the Team Members to obtain documented approval for the proposed work from the Project Sponsor.

A Project Charter can be referred to by several names, including Project Definition, Terms of Reference, Memo of Understanding, and Statement of Work.

The Project Charter is intended to address several issues:

- Obtain written agreement among all stakeholders with regard to the primary details of the project.
- Summarize the relevant details contained in the proposal for review by all parties.
- Avoid ambiguities and misconceptions between the project sponsor and team members;

You are expected to obtain either signed or electronic approval from your project sponsors based on the Project Charter. The two documents produced at the start of the project perform two different roles:

- The Proposal document describes the work plan and technical details used by the Team Members to perform the work for the Project Sponsor;
- The Project Charter is used to record the agreement between the Project Sponsor and the Group, and allows the group to gain formal authority to do the work described in the Proposal.

Below are suggested components for your Project Charters for APSC 459 and 479. The majority of these components are summarized versions of material described in the Proposal, but formatted into a single document for review by all parties. The section below can be used as a template, but please include any other sections you think necessary for the review.

Project Number, Title: Name and number used on all project documentation.

Project Summary: A condensed version of the Executive Summary from the Proposal.

Start Date, End Date: Dates for work described in Proposal. Start Date is typically the submission date for the final Proposal document, End Date typically the hand-in date for the final report.

Statement of Deliverables: Can be a summary of the Deliverables included in the Proposal.

Criteria for Success: Listing of specific measurable items which can be used to objectively and unambiguously evaluate and mark the end of your project. Vague criteria will allow your project to proceed while items have not been defined, and may lead to an unresolved end for the project.

In all projects, it is preferable to have your project measured against objective achievements rather than someone's subjective opinion.

Initial Budget Estimate and Source of Funds:

Indicate overall estimated cost of components, materials, and services. Also describe who will be providing funding for the project. The project lab has an allocation of ~\$200 max per project to fund for all projects, after which items are either (a) funded by Project Sponsors, or (b) by Project Lab, with the understanding that the items may remain property of the Project Lab.

Project Scope - Activities in Scope, Activities out of Scope

Summarize the specific tasks and activities that the team members are and are not expected to perform during the project. This section can be used to define the extent of the project and what actions are left either for the project sponsor to do during the term, or for the sponsor or another group to perform at the conclusion of the project.

Assumptions and Anticipated Risks:

Summarize any high-level conditions and possible risks to the project. This clearly addresses the specific major events for the project. These may include (a) access to all critical equipment when required; (b) authority to spend within the allocated budget; (c) project deliverable does not change; (d) access to project sponsor at specified times; (e) specific actions or arrangements made by the Project Sponsor or Project Lab.

Stakeholders: Project Sponsors, Team Members, Other: Used to specify the different people ultimately involved in the process. In the case of APSC 459/479

projects, the Project Lab staff is considered to be a stakeholder in terms of evaluation, technical support, and quality control for the projects done for the course.

Communication and Meeting Schedule:

List the specific people involved, and the methods used to communicate and document the work, which may include: (a) weekly or biweekly emails; (b) regular meetings; (c) specific meeting dates. For all meetings, provide specific times, dates and locations.

Other Issues: Address any other specific items brought up by the team members or project sponsor, which may include: (a) confidentiality; (b) additional resources; (c)

Project Charter Sign-Off

Please obtain signed or electronic verification from all necessary individuals.

Project Charter - APSC 459/479, Engineering Physics Project Lab

Project Number, Title:	
Project Summary:	
Start Date:	End Date:
Statement of Deliverables:	
Criteria for Success:	
Initial Budget Estimate and Source of Funds:	
Project Scope - Activities in Scope	Activities out of Scope
Assumptions and Anticipated Risks	

Stakeholders:
Project Sponsors:
Team Members:
Project Lab:
Other:

Communication and Meeting Schedule:

Other Issues:

Project Charter Sign-Off

Name/Date Project Sponsor	Name/Date Project Sponsor
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Name/Date Team Member 1	Name/Date Team Member 2	Name/Date Team Member 3	Name/Date Project Lab
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