



Project Charter

CWA-[Client Acronym]-[YYYYMMDD]

[Date]

[Client Name] (the Client) requests that Cobalt [brief description of work being performed] in conjunction with its purchase of [Product] and pursuant to the Cobalt Master Services Agreement.

Project Charter

The project charter contains the objectives and success criteria that are driving this release. It also defines roles and responsibilities and outlines risks, project constraints, and assumptions. We will use this to guide the prioritization of items included in the scope of work as well as the general direction of the release.

Objectives

The primary objectives for the [Release Name] are:

1. [Objective 1]
2. [Objective 2]

Success Criteria

The [Release Name] will be considered a success if the following criteria are met.

1. [Criterion 1]
2. [Criterion 2]
3. [Criterion 3]

Project Team

1. **Project Management Officer (Kristen Knox):** The Project Management Officer is responsible for overseeing the project, engaging outside resources, scheduling internal Cobalt resources, and keeping the project on track by removing obstacles that could slow down the project team in their efforts to push forward on project tasks.
2. **Project Manager/Lead Consultant (Name):** The Project Manager/Lead Consultant handles the project plan, monitors the budget, and identifies and monitors project risks. The Project Manager/Lead Consultant is also responsible for defining the business requirements, producing the functional documentation, and overseeing the project quality assurance and training. The Project Manager will be the person who you interact with the most during the project.
3. **Technical Lead (Name):** The Technical Lead acts as an internal check on the specifications being developed to make sure they fit within the confines of the product architecture and helps define

detailed technical solutions when new functionality is required. The client may have limited interaction directly with the Technical Lead regarding very complicated functionality or an integration.

4. Scrum Master (Peter Rossi): The Scrum Master is responsible for overseeing the scrum process, its correct implementation, and the maximization of its benefits. Scrum is a flexible, holistic product development strategy where a development team works as a unit to reach a common goal.
5. Consultant(s): Consultant(s) will be assigned to the project to assist the Project Manager/Lead Consultant with gathering and defining requirements, configuring the system, documenting custom functionality, and testing custom components.
6. Developer(s): Developer(s) will be assigned to the project to assist the Technical Lead with the development and delivery of the system.
7. Support Lead (Name): The Support Lead will assist with testing of custom components and will play an important role in end user training and system adoption. After the go-live transition is complete the Support Lead will be the person who you interact with the most for day to day support.
8. Executive Sponsor (Name): The Executive Sponsor from your organization will act as a project advocate and provide leadership and direction for the project by participating in the definition of scope, reviewing budget and status updates, committing staff time for requirements gathering sessions and user acceptance testing, promoting open and honest communication between all project team members, and driving end user adoption.
9. Product Owner (Name): The Product Owner from your organization works with the Project Manager/Lead Consultant to prioritize the product backlog, coordinates requirements gathering and end user acceptance testing sessions, reviews budget and status updates, and drives end user adoption. The Product Owner from your organization will be the person who the Project Manager/Lead Consultant interacts with the most during the project.
10. Subject Matter Experts (Names): The Subject Matter Experts from your organization act as the authorities on a particular module or function of the system. The SMEs work with the Product Owner and Project Manager/Lead Consultant to provide details on requirements and play a very important role in user acceptance testing.

Risks

The following risks should be monitored throughout the project to ensure that we stay track.

1. [Risk 1]
2. [Risk 2]
3. [Risk 3]

Project Management Constraint Priority

The three constraints for software development projects are Schedule, Scope, and Cost. The priority for this project is **[Constraint]** because we want it to do what it needs to do.

Stakeholders and Responsibilities

The stakeholders involved in this project are:

1. [Client Name]
2. Cobalt

The chart below details each stakeholder’s responsibilities in this project.

Responsibility	Stakeholder(s)
Custom Development	Cobalt
Bug Fixes	Cobalt
Identify Priorities	[Client]
Project Management	Cobalt, [Client]
Team Work PM Task Management	Cobalt, [Client]
FogBugz Case Management	Cobalt, [Client]
Define Scope	Cobalt, [Client]

Stakeholder Approval

We, the undersigned stakeholders have reviewed the project charter and agree that is appropriate for this release. We also agree to contribute the necessary resource from our departments to make this release a success.

Stakeholder
Title

Stakeholder
Title

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