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| **PROJECT CHARTER** | | |
| **Date** | **Name of Project** | |
| Date of completion of the project charter | Directly related to the product of the project and with the general objective | |
| **Type of project:** | Predictive, adaptive, hybrid | |
| **Knowledge areas / process groups** | **Application area (Sector / Activity)** | |
| Of the five groups and of the ten knowledge areas. You must put the name of the ones you will use. In the justification, you must argue clearly and convincingly if you do not develop any.  Processes:  Knowledge areas: | You must enter the sector or activity to which your project is related. For example banking, commerce, education, agriculture, information technology, infrastructure, etc. | |
| **Tentative start date** | **Tentative completion date** | **Duration (months)** |
| Date on which you expect to start project execution | Date you expect to finish the project execution |  |
| **Project objectives (general and specific)** | | |
| The objectives begin with an infinitive verb, which must allow its measurement and verification of its fulfillment. They must explain what they intend to do and for what purpose (they must be concise but clear and specific). Verb example: “to make aware of” is not useful, but “to elaborate” is.  General objective  It describes the purpose of the project and its final product - WBS's first level deliverable - and is related to its name.  Specific objectives -related to the second-level deliverables of the WBS, they are component products of the main product of the project-  The specific objectives must be those necessary to meet or achieve the general objective, each one must be numbered with Arabic numbers, related to the WBS of the project, and ordered logically in relation to the execution of the project. Specific goals must meet the 100% rule in relation to the overall goal.  **1. Xxxx**  **2. Xxxx**  **3. Xxxx** | | |
| **Justification or purpose of the project (Contribution and expected results)** | | |
| The description should be limited to three paragraphs (about 200 words in total). It must define why the project will be carried out, what is the need of the organization or person, and note the expected benefits when implementing it. The benefits must be measurable.  The justification must not only be qualitative, but must also present quantitative elements. | | |

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| **Description of the product or service that the project will generate - Final project deliverables** |
| 1. Specific, broken down and measurable description of the final product that the project must deliver. 2. It must list the secondary products of the project and their component parts or deliverables (level 2 of the WBS). The name must show what each deliverable consists of.   Each deliverable must be related to a specific objective and be described in the same order as these.  Remember that a deliverable is a document, report, or component result of the project's product. |

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| **Assumptions** |
| Factors that we consider to be true for the project and that will have to be confirmed as the project progresses.  They are related to scope, schedule, cost, quality.  Describe at least five assumptions.  Take care of writing: the same element cannot be placed as an assumption and as a restriction. |

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| **Restrictions** |
| Factors that limit the executing team and that hinder the fulfillment of the project objectives. They are related to scope, schedule, cost, quality.  Describe at least five restrictions. Take care of writing: the same element cannot be placed as an assumption and as a restriction. |

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| **Preliminary identification of risks** |
| Describe the main risks previously identified. They must be described according to the following structure: cause-risk event-effect or impact on the project (relate the impact to the scope-term-cost-quality-expectations.  Describe at least five risks.  Examples of risks:   * As a result of a lack of definition in the scope of the project for deliverable x, rework may occur, which could delay the completion of the deliverable and increase its cost, impacting the duration and cost of the project. * As a result of a lack of communication between designers and builders, construction practices that allow optimal use of materials may not be considered, which could impact the cost of the deliverable. |

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| **General resources and budget** | | | | | |
| Deliverable | Name of the resource (can be human, equipment, material, supply, infrastructure, contracting) | Unit | Amount | Unit cost | Total cost |
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| List the main (significant) resources and budget required for your project.  Describe the budget with each deliverable and write down the total project budget.  Describir el presupuesto con cada entregable y anotar el total del presupuesto del proyecto. | | | | | |

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| **Milestones schedule**  Establish the completion date of each second-level deliverable as a milestone. Remember that a milestone is a control point that is related to a deliverable (acceptance, signature, presentation, official delivery, approval). |

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| Milestone name | End date |
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| **Relevant historical information** | |
| Basic information about the organization promoting the project.  Documentation of previous similar efforts in the promoting or beneficiary organization of the project and of other projects, studies or proposals similar to the proposed project (summarized in about 150 words). | |
| **Identification of groups of** **interest (stakeholders )** | |
| Detail name, position, organization of each stakeholder.  Direct Stakeholders:  Indirect Stakeholders: | |
| **Student's name (project manager):** | **Signature:** |
| **Name and title of the authorizing person (facilitator):** | **Signature:** |