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# Project Overview

## Introduction (The introduction provides a brief summary of what the project is designed to achieve, along with some background information on why the project is being done – the business drivers, the opportunity to be exploited, costs to be reduced etc.)

## Major Stakeholders (List all the key stakeholders (decision makers and anyone who will be impacted by the project outcomes).

# Project Goal and Scope

## Project Goal (Define the high level goals of the project).

## Project Scope (The project scope details the work to be taken in order to achieve the project goal. It is just as important to explicitly state what is not included in scope as it is to state what the project will deliver).

**In Scope:**

**Out of Scope:**

# Assumptions (*An assumption is anything the project team or client considered to be true, real or certain often without any proof or demonstration. List in bullet format).*



# 4. Constraints *(Anything that restricts or dictates the actions of the project team. These can include the so-called 'Triple Constraint'- the 'triangle' of time, cost and scope - and every project as project drivers has one or two, if not all three project constraints).*

# Risks *(Risk is any unexpected event that might affect the people, processes, technology, and resources negatively or positively by the project)*

# Communication Plan *(Describe how the project team will communicate effectively with team members, the client and the capstone advisor).*

***(For capstone thesis/case study students this section is not required)***

# Project Team *(List the project team members involved in the project including the client and capstone advisor).* *(For capstone thesis/case study students this section is not required)*

# High Level Roles & Responsibilities of Project Team

***(For capstone thesis/case study students this section is not required)***

|  | ***Team Members*** | | | | |
| --- | --- | --- | --- | --- | --- |
| ***Tasks*** |  |  |  |  |  |
|  |  |  |  |  |  |
| Project Lead |  |  |  |  |  |
| Responsible for the project charter |  |  |  |  |  |
| Responsible for the ensuring effective communication |  |  |  |  |  |
| Responsible for the quality of the final paper |  |  |  |  |  |
| Responsible for the quality of the final presentation |  |  |  |  |  |
| Responsible for submitting peer reviews |  |  |  |  |  |
| Problem identification and analysis |  |  |  |  |  |
| Problem resolution |  |  |  |  |  |

# Measures of Success (*Detailed measurements that will indicate that the project is a success)*

|  |  |
| --- | --- |
| **Project Outcomes** | **Measure of Success** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Stakeholder Sign-off *(For capstone thesis/case study students only capstone advisor signature is required)*

This project charter has been signed off by the client, capstone advisor and project team members.

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