Project Charter

RPG Project Title:

I. Goals   List key specific and measurable goals for the project:

II. Scope & Deliverables   How will you meet the goals of the project? What are the different phases? What will be the end result of the project?

III. Out of Scope   Describe what activities will not be included in this project phase.

IV. Key Stakeholders

Client

Project Sponsor

Project Manager

Project Team

V. Project Milestones   Identify significant project milestones: start date, end date, and other key deadlines.

VI. Documentation & Communication   Identify tools you will be using for managing projects (Trello, Jira, Github, etc.), communication (Slack, HipChat, etc.) and project documentation (GoogleDocs, Box, Dropbox, etc.)

VII. Infrastructure   Describe the infrastructure the project will be built upon (web hosting, platform, tools, etc.)

VIII. Project Budget   List main project expenses (services, fees, goods, equipment, etc.)

IX. Constraints, Assumptions, Risk, and Dependencies   Describe important factors that can impact outcomes.

Assumptions

Risks/Dependencies

X. Sustainability   Describe who will be responsible for the long term sustainability of the project site, including ongoing costs and maintenance, content and software updates, etc.

XI. Wireframes   Please attach approved wireframes.

XII. Approval Signatures

Project Client

| Print Name | Signature | Date |

Project Sponsor

| Print Name | Signature | Date |

Project Manager

| Print Name | Signature | Date |