NOTE: The purpose of your Project Charter is to establish the guidelines, processes and procedures by which you will ensure successful completion of the project. What is specified in this Guide is the recommended minimum content of such a document. You should add/modify the content to best suit your project. This document should have multiple versions throughout the project, evolving as the project evolves. (DELETE THIS TEXT BOX in your published document.)
Table of Contents
1 Project Overview

1.1 Product Description

Briefly describe your product: what it is, what it is not, who it is intended for, etc.

1.2 Project Oversight

Describe your team project management/control over the project. Within the project, internal processes should be established to control the day-to-day activities of the project. How will your team “self-manage” the execution of day-to-day activities toward the goal of a successful project? Are there external entities who will provide oversight and perhaps establish the project and organization’s objectives? Describe the process by which your project will be executed and controlled. Diagrams should be used where appropriate.

1.3 Roles and Responsibilities

Discuss the overall structure of the project team and the individual roles and responsibilities throughout the project. Specifically define the roles and responsibilities on your team for the following:

Product Owner:

Scrum Master:

Project Team - specific roles as defined for your team (e.g., Primary Customer Interface, Lead Hardware Designer, Lead Tester, Lead Risk Assessor, Historian/Recorder, etc.):

1.4 Project Constraints

List and describe any identified project constraints. Typically, constraints will influence timing, cost, resources, and/or quality.

1.5 Project Assumptions

List and describe any identified assumptions. Assumptions pose a risk to the project and will need further evaluation and validation during subsequent project process phases.
2 Project Scope Management

2.1 Project Scope

Provide a brief statement of the general scope of the project. This section lays out the team’s general assessment of the work required to complete the product development as understood at this point in time. What is the scope of research, time, resources, skills, etc. that will be required. What will the product be, what will it not be, what does the team expect to have to do, not do, etc.

2.2 Scope Management Process

Define how you will manage the scope of the project. In this section you should discuss how you will continually assess and manage the scope of your project. Define the methods that you will use to assess the overall scope and the scope of each Sprint. Define the methods that you will use to estimate the work of each Sprint, to carefully plan each Sprint and to assess/reassess your velocity throughout the project.
3 Change Management

3.1 Change Management Plan

Projects are dynamic efforts and as such, change is inevitable. While Agile Manifesto and the Scrum Methodology embrace change, that does NOT mean that change is not managed. One of the greatest challenges to a project’s success is controlling the impact of change or managing changes to the benefit of the project objectives. By accepting the fact that change will occur and planning for the management of change, the probability of project success is increased and enhanced. Discuss here where you might expect change to arise, what might cause it, etc.

The purpose of this section is to define your team’s processes, practices, tools, etc. to monitor and control the potential impact of change on project objectives.

3.2 Roles and Responsibilities

Describe how the following project participants, at a minimum, perform in the planning and execution of project change management.

Product Owner
Scrum Master
Project Team
Other Stakeholders/Customers

3.3 Change Management Process, Implementation and Artifacts

Define and describe the documentation/artifacts that your team will use to track and control change. Describe how change is addressed in your Backlog Refinement and Sprint Planning Meetings, how you will estimate the impact of change, and how changes will be accommodated in each Sprint.
4 Risk Management

4.1 Purpose of Risk Management

Risk Management defines how you will identify and analyze the effects of uncertainties in the project and minimize the consequences of any undesired event that may influence the success of the project.

4.2 Roles and Responsibilities

Describe how the following individuals, at a minimum, will participate in the management of risk for your project:

- Product Owner
- Scrum Master
- Project Team
- Lead Risk Assessor (if this role is defined for your team):

4.3 Risk management Process

Discuss how you will identify, analyze and deal with risks throughout the life of your project. When will risks be identified? How will be captured in the Sprint Planning activity? How will they be documented? How will risk triggers be detected? How will tasks be assigned to address risks? Etc.?
5 Project Management Methodology

5.1 Agile and Scrum

Define, in overview, how this team and project will utilize the principles and mechanisms of Scrum to execute your project successfully.

5.2 Scrum Meetings

Describe how your team will conduct the requisite meetings defined by the Scrum Methodology as implemented for Senior Design. When and how will you conduct each meeting: Backlog Refinement, Daily Scrum, Sprint Planning, Sprint Retrospective, Sprint Review?

5.3 Scrum Artifacts

Describe the artifacts/materials that will be maintained by your team throughout the project. How will the team participate in creating and maintaining these artifacts?

5.4 Supporting Information

Provide other necessary information, not previously specified in this document, to fully define how your team will operate within Scrum. For example, how will you ensure that the Scrum artifacts and other Senior Design required materials are kept in synch and up-to-date (like the Product Backlog and the SRS)? How will product design be done and documented? How will, product test be done? Will you use Test Driven Development practices? Will pair programming be used? How? What is your team’s definition of DONE? Etc.