Instructions. In this part of the project, your team will create a project charter. Your charter must include the following elements.

- **Project name.** Come up with a name for your project and list it at the beginning of the charter.

- **Project vision.** This is the “why” of the project, i.e., the purpose or reason for the project’s existence. Note that while the “why” is largely to pass CPSC 330, this should not be the reason you give for the project’s existence. Instead, state your group’s vision for the application you plan to develop (e.g., why you chose the application to build, how you envision it benefiting users).

- **Project mission.** This is the “what” of the project, i.e., a brief summary of what will be done (developed) in the project.

- **Project Objectives.** These are the measures that will be used to determine the “business” goals (objectives) for the project and criteria for when they have been achieved. The project objectives articulate the goals that the organization/management have for the project. You should define the objectives for your project in terms of the reasons why your group chose to work on this specific application (i.e., *in terms of the project vision*). Be as specific as possible in defining the “success criteria” for your objectives (your objectives should be “testable”). It is OK to make up quantitative metrics for this part, e.g., %10 of all GU students will adopt your product in one year.

- **Stakeholders.** This is a list of the individuals, groups, and organizations that are actively involved, may be affected by, or may influence the outcome of the project. Be sure to list yourselves as stakeholders as well as your instructor, and any other potential stakeholders for your project.

- **Internal Objectives.** Unlike business objectives, these are objectives that are geared towards articulating goals that will be achieved by the development team as they work on the project. Examples might be to learn a new programming language, incorporate new testing techniques, use a new database technology, etc. Like with project (or external) objectives, your internal objectives should define “success criteria” that are as specific as possible (i.e., testable).

- **Project risks.** This is a list of any potential risks specific (or unique) to your project’s success. For your project this might include the amount of time you have to work on the project, the fixed length of the semester, the size and experience of your group, whether you will be working with unfamiliar technology (e.g., programming languages or libraries), etc.

- **Resources.** List the known resources that will be committed to the project. This will include your team and possibly any other people you will be relying on, e.g., to obtain requirements
or to help test your application. You can also include your instructor as a “consultant” to your project.

• **Context diagram.** This is a diagram that summarizes the boundaries (i.e., scope) of your project application. Include your context diagram in your charter.

Hand in a print out of your project charter in class on the due date. In addition, create a cover sheet on a separate piece of paper listing your project name, group members, the date and time of each group meeting, how you met (e.g., in person, using skype, etc.), and the contributions of each group member in forming your charter. Your cover sheet should also include a brief description of any issues that arose in completing your charter and any remaining open issues. Attach your cover sheet to the front of your charter.