Project Charter

Team Name:

Team Members:

Project Description:

Describe the project in your own words.

Milestone Schedule:

When will major milestones and deliverables be completed?

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Team Operating Principles:

What is your team's absence policy? Work policy? Leadership policy? Member dismissal policy?

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Signatures of Project Team Members:

By signing this project charter, team members agree that they will abide by the team operating principles.

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Project Scope Statement

Team Name:

Project Work:

What work does the project involve?

Product Description:

What are the project deliverables?

Out of Scope:

What activities and/or outputs will not be included in the project?

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Roles and Responsibilities Plan

Team Name:

Team Member Name	Role in Project	Responsibilities

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Project Status Report

Team Name:

Date:

Project Status:

- ⚪ *In good shape*
- ⚪ *At risk of going off track*
- ⚪ *Out of control*

Tasks Accomplished:

What work have you completed?

Tasks in Progress:

What are you currently working on?

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Planned Tasks:

What work do you still need to start?

Questions for Discussion:

What do you need to talk with your instructor about?

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Post-Project Review

Team Name:

Team Member Name:

In your opinion, was the project successful? Why or why not?

How well did the project team do in achieving project objectives?

How closely did actual project activities align with your team's schedule in the project management plan?

Did you have sufficient resources (e.g., time, people, etc.) to complete the project? If not, what did you need more of, and why?

How well did team members communicate with each other?

What significant issues did you encounter during the project, and how were these issues handled?

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What "lessons" did you learn from this project that will help you when doing projects in the future?

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