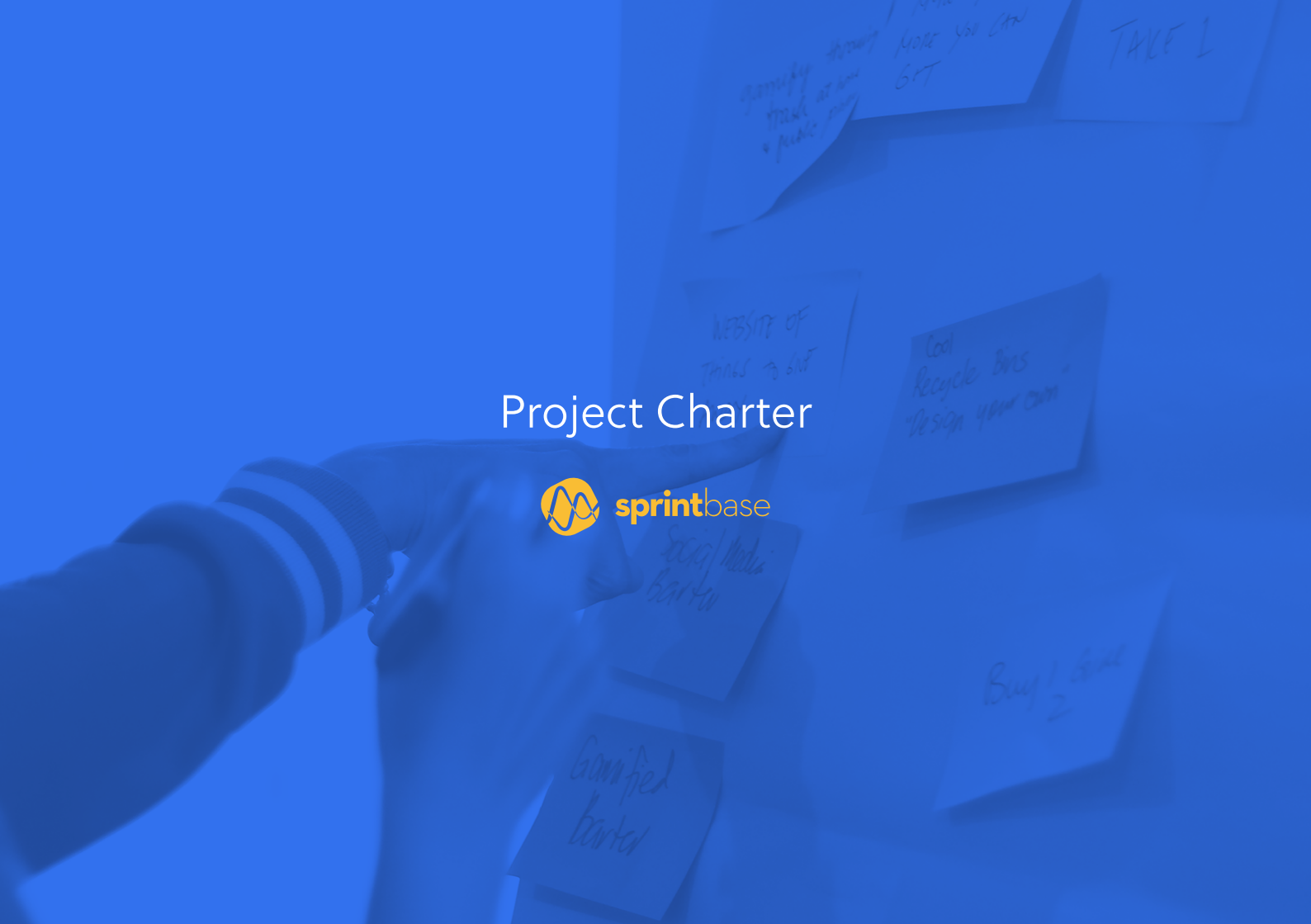


Project Charter



Project Charter

Field research method

Purpose


The Project Charter is an important document that sets out what the project is, and the work to take place by your design team, before any activity begins. Creating a shared project charter helps align your team around the design challenge and should set out the timeframe, key activities, milestones and roles during the various different stages of the project.

Project Charter

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What you'll need:

 45 minutes

 Project Charter Document, pens, flipchart paper

 Design team, project manager

<https://sprintbaseapp.com>

The project charter is a key document to complete before starting your design challenge. It helps align everyone to the project and outlines the goals of the activity. Use it to document the key areas of your project so everyone is clear on the tasks, requirements and people involved to maximise success.

Steps

- 1** Firstly, agree who the project manager is and assign roles for each person within the project group. A kick off meeting at the start of the project can be used to align various stakeholders around the project.
- 2** Next, the project manager should take overall responsibility for creating the project charter document - setting out the goal, objectives, milestones etc. for the team involved.
- 3** Circulate the document to everyone involved in the project within your design team and if any questions or amends arise make relevant changes to the charter document.
- 4** As the project evolves ensure that the charter is used to keep the design team on track so that everyone continues to be aligned on the purpose of the various activities.
- 5** Ensure time for evaluation, review, and feedback to ensure improvements are made for future challenges.