

Project Charter

Project Charter: {{PROJECT_NAME}}

“ **Project:** {{PROJECT_NAME}} **Version:** {{VERSION}} **Date:** {{DATE}}
Author: {{AUTHOR}} **Status:** Draft | In Review | Approved **Reviewers:**
{{REVIEWERS}}

Document History

Version	Date	Author	Changes
0.1	{{DATE}}	{{AUTHOR}}	Initial draft

1. Vision & Mission

Vision: {{VISION_STATEMENT}}

“ *What does success look like 12 months after launch? What has changed for the business or users?* ”

Mission: {{MISSION_STATEMENT}}

“ *How does this project deliver the vision? What approach, principles, or methods define delivery?* ”

Strategic Alignment:

How does this project align with ALAI's or the client's broader business strategy?
Reference the relevant OKR or business goal.

2. Scope

2.1 In Scope — Deliverables

#	Deliverable	Description	Acceptance Criteria Summary
D-01	{{DELIVERABLE}}	{{DESCRIPTION}}	{{ACCEPTANCE_CRITERIA}}
D-02			
D-03			
D-04			
D-05			

2.2 Out of Scope

- {{OUT_OF_SCOPE_ITEM_1}}
- {{OUT_OF_SCOPE_ITEM_2}}
- {{OUT_OF_SCOPE_ITEM_3}}

2.3 Assumptions

#	Assumption	Risk if False	Owner to Validate
A-01	{{ASSUMPTION}}	{{RISK}}	{{OWNER}}
A-02			

2.4 Constraints

#	Constraint	Category	Impact
C-01	{{CONSTRAINT}}	Technical / Legal / Budget / Time	{{IMPACT}}
C-02			

3. Stakeholder Register

ID	Name	Organization	Role	Interest	Influence	Engagement Strategy	Contact
S-01	{{NAME}}	{{ORG}}	Sponsor	{{INTEREST}}	High	Steering committee monthly	{{EMAIL}}
S-02			Product Owner		High	Sprint reviews, daily	
S-03			End User Rep		Medium	UAT sessions	
S-04			Technical Lead		High	Daily standup	
S-05			Finance/Legal		Medium	Monthly reports	

Key Decision Makers:

- Final scope decisions: {{DECISION_MAKER}}
- Technical architecture approval: {{TECH_APPROVER}}
- Budget approval: {{BUDGET_APPROVER}}
- Contract/legal: {{LEGAL_APPROVER}}

4. Budget Summary

Line Item	Amount (NOK)	% of Total	Notes
Development	{{AMOUNT}}		
Design	{{AMOUNT}}		
Infrastructure / Hosting	{{AMOUNT}}		
Third-party licenses / APIs	{{AMOUNT}}		
Testing / QA	{{AMOUNT}}		
Project Management	{{AMOUNT}}		
Subtotal	{{SUBTOTAL}}	100%	
Contingency Reserve (15%)	{{CONTINGENCY}}		For approved change requests

Line Item	Amount (NOK)	% of Total	Notes
Total Budget	{{TOTAL}}		

Payment Schedule:

Milestone	%	Amount (NOK)	Due Date
Contract signing	50%	{{AMOUNT}}	{{DATE}}
MVP delivery	25%	{{AMOUNT}}	{{DATE}}
Final delivery + UAT sign-off	25%	{{AMOUNT}}	{{DATE}}

5. Timeline & Milestones

#	Milestone	Target Date	Gate Condition	Owner
M-01	Project Kick-off	{{DATE}}	Charter approved, team onboarded	PM
M-02	Requirements Complete	{{DATE}}	BRD/FRS approved by PO + client	BA
M-03	Design Approved	{{DATE}}	All mockups signed off	Designer
M-04	MVP / Alpha Release	{{DATE}}	Core features functional, deployed to staging	Tech Lead
M-05	Beta Release	{{DATE}}	All features complete, regression tests pass	QA
M-06	UAT Complete	{{DATE}}	UAT sign-off document signed	PM
M-07	Production Launch	{{DATE}}	Go-live checklist passed, monitoring active	DevOps
M-08	Post-launch Handover	{{DATE}}	Documentation delivered, support transition done	PM

Gantt Diagram (placeholder):

```

gantt
  title {{PROJECT_NAME}} – Project Timeline
  dateFormat YYYY-MM-DD

```

```

section Planning
Project Kick-off      :done, m1, {{START_DATE}}, 3d
Requirements Gathering :active, req, after m1, 14d
section Design
UI/UX Design         :des, after req, 14d
Design Review        :milestone, after des, 1d
section Development
Sprint 1             :s1, after des, 14d
Sprint 2             :s2, after s1, 14d
Sprint 3             :s3, after s2, 14d
section Testing & Launch
UAT                  :uat, after s3, 7d
Production Launch    :milestone, after uat, 1d

```

6. Success Criteria & KPIs

#	Success Criterion	KPI / Metric	Target	Measurement Method	Evaluation Point
SC-01	{{CRITERION}}	{{KPI}}	{{TARGET}}	{{METHOD}}	{{WHEN}}
SC-02	System performance	Page load time	< 2 seconds (p95)	Lighthouse / monitoring	Launch + 30 days
SC-03	User adoption	Active users	{{TARGET}} in 90 days	Analytics dashboard	90 days post-launch
SC-04	Quality	Bug rate	< 5 critical bugs post-launch	Issue tracker	30 days post-launch
SC-05	Client satisfaction	NPS score	≥ 8/10	Post-launch survey	60 days post-launch

7. Dependencies

#	Dependency	Type	Impact if Delayed	Owner	Target Date	Status
DEP-01	{{DEPENDENCY}}	Internal / External / Client	{{IMPACT}}	{{OWNER}}	{{DATE}}	Pending
DEP-02						

8. Governance Model

8.1 Decision-Making Authority

Decision Category	Authority	Must Consult	Must Inform
Scope changes	PO + John	Tech Lead, PM	Client, Alem
Architecture decisions	Tech Lead	Developer team	PM, John
Budget changes > 10%	Alem	John, PM	Client
Release go/no-go	Tech Lead + PM	QA, DevOps	John, Client
Team changes	John	PM	Alem
Contract amendments	Alem	John	Client

8.2 Change Control Process Summary

- Request:** Any stakeholder submits a Change Request (CR) using the `change-request.md` template
- Impact Analysis:** PM + Tech Lead assess scope, timeline, budget, and risk impact within 3 business days
- Decision:** PO + John approve/reject within 2 business days of impact analysis
- Budget changes > 10%:** Require Alem approval
- Implementation:** Approved CRs are logged, prioritized in backlog, and scheduled
- Communication:** All stakeholders notified of approved/rejected CRs within 24 hours

8.3 Escalation Hierarchy

L1: Team Member → Tech Lead (response: 4 hours)
L2: Tech Lead → PM (response: 8 hours)
L3: PM → John (response: 4 hours)
L4: John → Alem (response: 24 hours – strategic/financial only)

9. Team & Roles

Role	Agent / Person	Responsibilities	Availability
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Project Sponsor	{{NAME}}	Strategic direction, final approvals, budget	As needed
AI Director	John	Delivery accountability, agent coordination	Full-time
Project Manager	{{AGENT}}	Coordination, reporting, risk, stakeholder comms	Full-time
Business Analyst	{{AGENT}}	Requirements, acceptance criteria, documentation	Full-time
Tech Lead	{{AGENT}}	Architecture, code review, technical decisions	Full-time
Developer(s)	{{AGENT}}	Feature implementation	Full-time
Designer	{{AGENT}}	UI/UX, design system, assets	Part-time
QA Engineer	{{AGENT}}	Test planning, execution, sign-off	Full-time
DevOps	{{AGENT}}	Infrastructure, CI/CD, deployment	Part-time

10. Risk Summary

#	Risk	Probability	Impact	Mitigation
R-01	{{RISK}}	H/M/L	H/M/L	{{MITIGATION}}
R-02				
R-03				
R-04				
R-05				

“ Full risk register: `risk-register.md`

Approval

Role	Name	Date	Signature
Author			
Reviewer			

Role	Name	Date	Signature
AI Director (John)			
Project Sponsor			
CEO (Alem)			
Client Representative			

Revision #4

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