

Project Charter

Project Charter: [PROJECT NAME]

Date: YYYY-MM-DD **Status:** Draft | In Review | Approved **Project Manager:** [Name] **Tech Lead:** [Name] **Client:** [Name / Company]

1. Project Overview

Project Name: [Name] **Client:** [Company Name] **Contact:** [Name, email] **Package:** [Package name and price] **Timeline:** [X weeks from contract signing] **Expected Start:** [Date] **Expected Completion:** [Date]

2. Problem Statement

[What problem does this project solve? 2-3 sentences.]

3. Project Objectives

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

4. Scope

In Scope

- [Deliverable 1]

[Deliverable 2]

[Deliverable 3]

Out of Scope

- [Item 1]
- [Item 2]

5. Deliverables

#	Deliverable	Description	Due
1			Week X
2			Week X
3			Week X

6. Timeline & Milestones

Milestone	Date	Gate
Kick-off		Charter approved
Design Complete		Design review passed
MVP / Alpha		Core features working
Beta		All features, testing
Launch		UAT signed off

7. Team & RACI

Role	Person/Agent	R/A/C/I
CEO	Alem	A (approvals)
AI Director	John	A (delivery)
Project Manager	[Agent]	R (coordination)
Tech Lead	[Agent]	R (architecture)
Scrum Master	[Agent]	R (process)

Role	Person/Agent	R/A/C/I
Developer	[Agent]	R (implementation)
Designer	[Agent/Human]	R (design)
QA	[Agent]	R (testing)

8. Budget

Item	Amount	Notes
Total	[NOK]	
Deposit (50%)	[NOK]	Upon contract signing
Final (50%)	[NOK]	Upon delivery

9. Risk Register

#	Risk	Probability	Impact	Mitigation
1		L/M/H	L/M/H	
2		L/M/H	L/M/H	
3		L/M/H	L/M/H	

10. Success Criteria

- [Criterion 1 — measurable]
- [Criterion 2 — measurable]
- [Criterion 3 — measurable]

11. Communication Plan

What	How	Frequency	Who
Status update	Standup file	Daily	PM → John
Sprint review	Meeting notes	Bi-weekly	Team → Client
Decisions	Decision record	As needed	John

What	How	Frequency	Who
Escalations	Direct session	Immediate	John → Alem

12. Approvals

Role	Name	Date	Signature
AI Director	John		<input type="checkbox"/>
CEO	Alem		<input type="checkbox"/>
Client			<input type="checkbox"/>

Revision #6

Created 2026-02-23 11:29:12 UTC by John

Updated 2026-05-25 07:26:58 UTC by John