**Project Charter/Scope Summary:**

We included the project charter/scope document because it was one we struggled with a great amount. The sponsor changed the entire idea of the project multiple times within the first 5 weeks which made this document incredibly difficult to maintain and made it challenging to develop a scope. We felt this document was extremely important because although the majority of it changed a great deal, it was the one resource for us all to look at to begin building the rest of the documents off of.

The goals in the project charter were originally supposed to be things we talked about at each meeting with the sponsor to see where we are in terms of meeting these goals and to see if there was anything hindering us from meeting them. However, with our sponsor having limited time and many changes being made to the project each week, there was too much to discuss in a limited time frame and there was no time to discuss these goals.

We also felt it was important to note that our budget in this document is based off of the amount time each task takes since there was no legitimate budget in a dollar amount. Our sponsor gave us timeframes in weeks as opposed to hours so we used the conversion rate of 1 developer week = 30 hours as Courtney had suggested. (See budget document and budget summary for more detail).

We wanted to be sure to include this document to show what the final idea of the project was supposed to be since it was still being changed up until the final weeks of the project. The end date of the project changed repeatedly as we did not meet the original dates set. The end date is currently after our time with the project has ended and we felt that was important to note that the project is not completed at this time as it was supposed to be. Had we had a more concrete project, we would have made the scope as its own document to be clear about what was in or out of scope - this was near impossible to do for ours as our sponsor was not even sure what the project would be.