

Project Information

Item	Enter Information Requested
Project Name:	Click here to enter project name.
Charter Date:	Click here to enter charter date.
Submitted By:	Click here to enter name of requestor.
Need By Date:	Click here to enter need by date.
Executive Sponsor:	Click here to enter Executive Sponsor.
Reviewed By:	Click here to enter the names of the reviewers.

Project Charter

- 1.0 Executive Summary**
<Enter one or two concise paragraphs explaining the need for the project, goals, scope, effort and impact. Create this part as a standalone section so it can be used in status reports and executive briefings.>
- 2.0 Problem/Opportunity**
<Enter one or more statements of the problem(s) that the project will resolve.>
- 3.0 Measureable Business Objectives / Success Criteria**
<Describe what the project is trying to achieve. The objective should be written at a low level, so that it can be evaluated at the conclusion of a project to see whether it was achieved or not. A well-worded objective will be specific, measurable, attainable/achievable, realistic, and time-bound. These success criteria should be determined based upon considerations such as the following: Metrics and User Surveys, Financial Savings, Operational/Readiness Improvements, etc.>
- 4.0 In Scope**
<Describe the work included in the project. Be clear about what work the project will include. >
- 5.0 Out of Scope**
< Describe the work included not in the project. Be clear about what work the project will not include.>
- 6.0 Business Case**
<If requested by the CIO, provide justification for proceeding with the project and procurement.>
- 7.0 Assumptions**
<Describe any assumptions made when the charter is prepared. Project assumptions are circumstances and events that need to occur for the project to be successful but are outside the total control of the project team. Assumptions are made to fill knowledge gaps; they may later prove to be incorrect and can have a significant impact on the project.>
- 8.0 Major Risks**
< Project risks are circumstances or events that exist outside of the control of the project team and will have an adverse impact on the project if they occur. Risks that can be identified when the charter is prepared, have a high probability of occurring, and have a high negative impact, should be listed. Minor / common risks are not listed in the charter.>

Description	How Likely 1=low, 2=med,3=hi	Impact 1=low, 2=med,3=hi	Mitigation 1=none, 2=action taken	Score Likely x Impact / Mitigation

9.0 Obstacles, Constraints and Dependencies

<List any known constraints imposed by the environment or by management. Typical constraints may include fixed budget, limited resources, predetermined software systems and packages, and other predetermined solutions. Note any dependencies, including scheduling considerations and related projects.>

10.0 Project Milestones and Major Deliverables

<List major milestones and deliverables. Responsible Individual(s) may be the unit(s) or person(s) responsible for delivery. M/D indicates that the line is either a Milestone or a Deliverable.>

Milestone/Deliverable	Responsible Individual(s)	M/D
Project Complete	Project Manager	M

11.0 Project Resource Summary

Estimate time required of IT Department Staff (List each role and the number of hours required)	
Role (e.g. Developer, Analyst, Network Engineer)	Hours needed (e.g. x hrs/mon for x months; x hours total)
Estimate time required of other Organization Staff (Add rows as needed)	
Role (e.g. Project Manager, Tester, Analyst)	Hours needed (e.g. x hrs/mon for x months; x hours total)

12.0 Project Procurement

Procurement	Responsible Party	Type	Estimate	Funding Source
TOTAL				

13.0 Risk of Doing Nothing
<List risk(s) faced if no action is taken.>

Project Sign-off

OTS Project Partner Review

Signature/Date	Name/Title

CIO Approval

Signature/Date	Name/Title
	David Bobart / CIO

Executive Sponsor Approval to Proceed with Project Execution

Signature/Date	Name/Title