

Project Charter

A. General Information

Provide basic information about the project including: *Project Title* – The proper name used to identify this project; *Project Working Title* – The working name or acronym that will be used for the project; *Proponent Secretariat* – The Secretariat to whom the proponent agency is assigned or the Secretariat that is sponsoring an enterprise project; *Proponent Agency* – The agency that will be responsible for the management of the project; *Prepared by* – The person(s) preparing this document.

Project Title: _____ **Project Working Title:** _____

Proponent Secretariat: _____ **Proponent Agency:** _____

Prepared by: _____

Points of Contact

List the principal individuals who may be contacted for information regarding the project.

<i>Position</i>	<i>Title/Name/Organization</i>	<i>Phone</i>	<i>E-mail</i>
<i>Project Sponsor</i>			
<i>Program Manager</i>			
<i>Project Manager</i>			
<i>Proponent Cabinet Secretariat</i>			
<i>Proponent Agency Head</i>			
<i>Customer (User) Representative(s)</i>			
<i>Other</i>			

B. Executive Summary

An Executive Summary is required when Sections C thru G of the charter are excessively long. In two or three paragraphs, provide a brief overview of this project and the contents of this document.

C. Project Purpose

Explain the business reason(s) for doing this project. The Project Purpose (the Business Problem and Project Business Objectives) is in the Project Proposal, Section B.

1. Business Problem

The Business Problem is a question, issue, or situation, pertaining to the business, which needs to be answered or resolved. State in specific terms the problem or issue this project will resolve. Often, the Business Problem is reflected as a critical business issue or initiative in the Agency's Strategic Plan or IT Strategic Plan.

2. Project Business Objectives

Define the specific Business Objectives of the project that correlate to the strategic initiatives or issues identified in the Commonwealth or Agency Strategic Plan. Every Business Objective must relate to at least one strategic initiative or issue and every initiative or issue cited must relate to at least one project business objective.

Commonwealth or Agency Strategic Plan – Initiative or Critical Issue	Project Business Objectives

D. Assumptions

Assumptions are statements taken for granted or accepted as true without proof. Assumptions are made in the absence of fact. List and describe the assumptions made in the decision to charter this project.

E. Project Description, Scope and Management Milestones

1. Project Description

Describe the project approach, specific solution, customer(s), and benefits. The Project Description is located in the Project Proposal, Section C.

2. Stakeholder Requirements for Disaster Recovery

In terms of the agency's Continuity of Operations Plan, is the IT solution for this project required to recover an essential function? If yes, describe how the IT solution will meet the recovery time requirements.

3. Scope

The Project Scope defines all of the products and services provided by a project, and identifies the limits of the project. In other words, the Project Scope establishes the boundaries of a project. The Project Scope addresses the who, what, where, when, and why of a project.

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4. Summary of Major Management Milestones and Deliverables

Provide a list of Project Management Milestones and Deliverables (see Section E of the Project Proposal Document). This list of deliverables is not the same as the products and services provided, but is specific to management of the project. An example of a Project Management Milestone is the Project Plan Completed.

Event	Estimated Date	Estimated Duration
<i>Project Charter Approved</i>		
<i>Project Plan Completed</i>		
<i>Project Plan Approved</i>		
<i>Project Execution – Started</i>		
<i>Project Execution Completed</i>		
<i>Project Closed Out</i>		

5. Measures of Success

Provide a summary of the Measures of Success. List the Business Objectives, Performance Goal for each business objective, and briefly describe the Methodology for how the Performance Goal is measured.

Objective 1:	
Performance Goal:	
Methodology:	
Objective 2:	
Performance Goal:	
Methodology:	
Objective 3:	
Performance Goal:	
Methodology:	
Objective 4:	
Performance Goal:	
Methodology:	
Objective 5:	
Performance Goal:	
Methodology:	
Objective 6:	
Performance Goal:	
Methodology:	
Objective 7:	
Performance Goal:	
Methodology:	
Objective 8:	
Performance Goal:	
Methodology:	
Objective 9:	
Performance Goal:	
Methodology:	
Objective 10:	
Performance Goal:	
Methodology:	

F. Project Authority

Describe the authority of the individual or organization initiating the project, any management constraints, management oversight of the project, and the authority granted to the Project Manager.

1. Authorization

Name the project approval authority that is committing organization resources to the project. Identify the source of this authority. The source of the approval authority often resides in code or policy and is related to the authority of the individual's position or title.

2. Project Manager

Name the Project Manager and define his or her role and responsibility over the project. Depending on the project's complexities, include how the Project Manager will control matrixed organizations and employees.

3. Oversight

Describe the Commonwealth or Agency Oversight controls over the project.

G. Project Organization

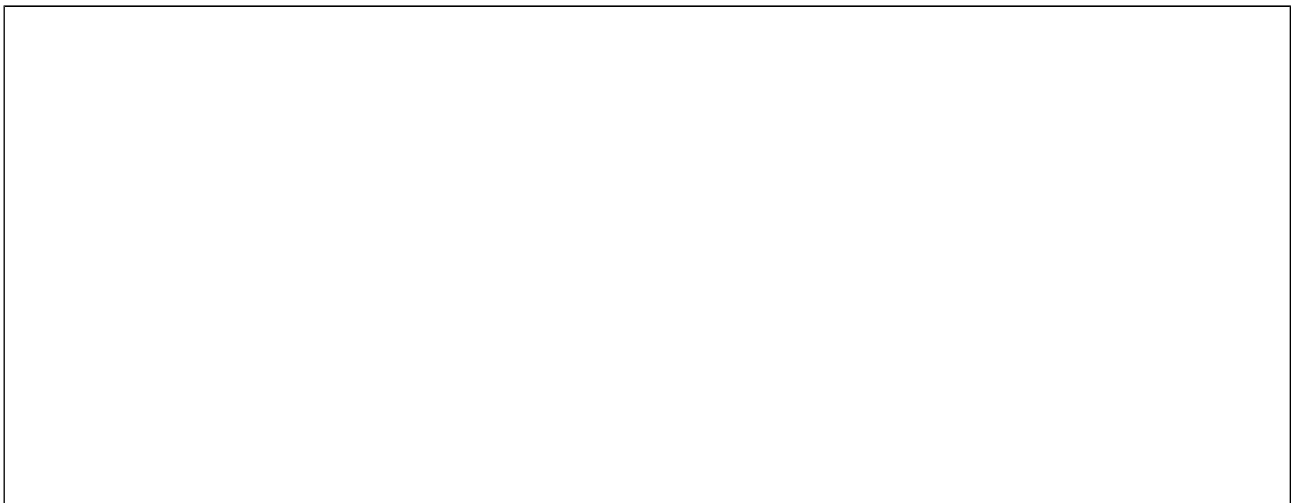
1. Project Organization Chart

Provide a graphic depiction of the project team. The graphical representation is a hierarchal diagram of the project organization that begins with the project sponsor and includes the project team and other stakeholders.



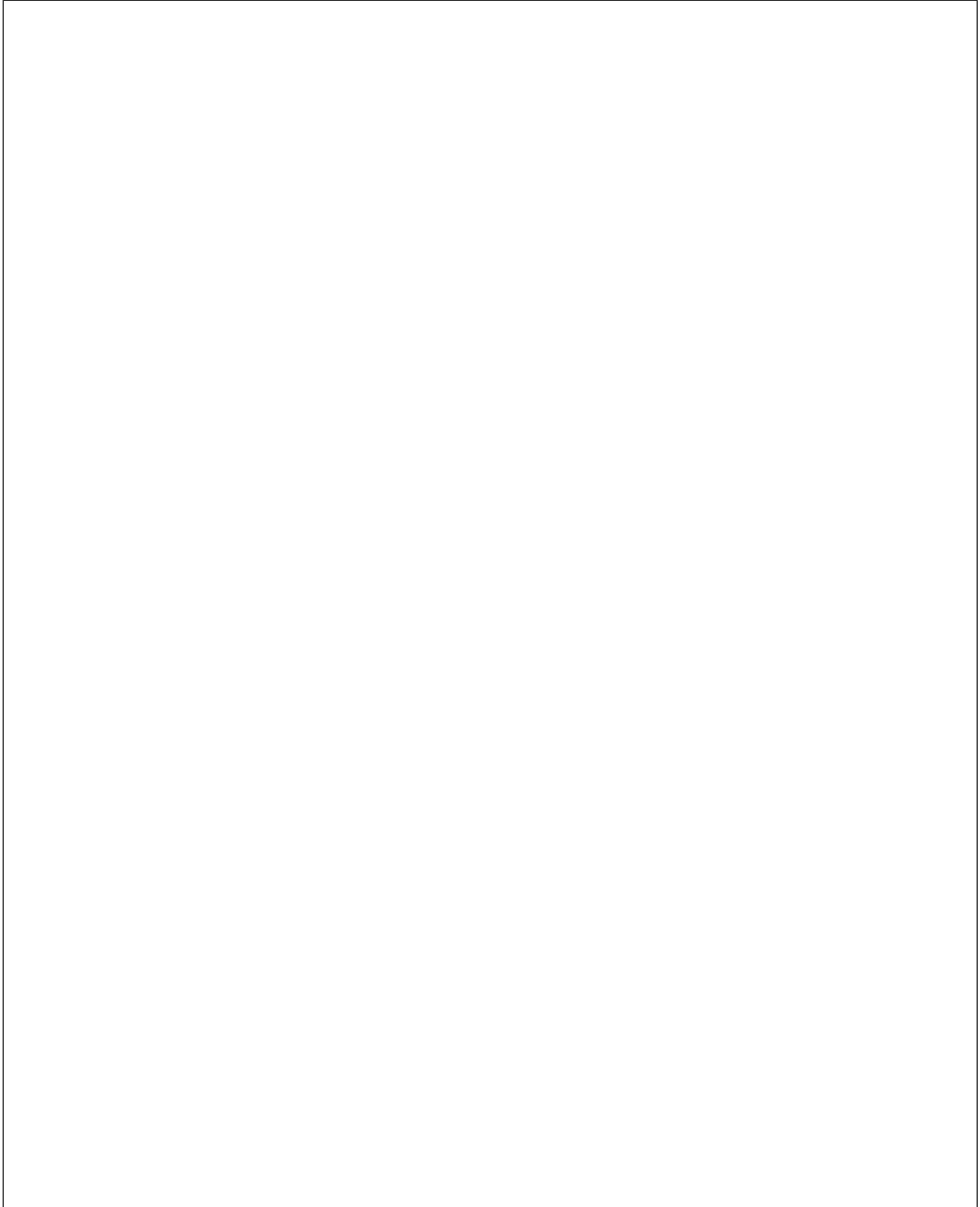
2. Organization Description

Describe the type of organization used for the project team, its makeup, and the lines of authority.



3. Roles and Responsibilities

Describe, at a minimum, the Roles and Responsibilities of all stakeholders identified in the organizational diagram above. Some stakeholders may exist whom are not part of the formal project team but have roles and responsibilities related to the project. Include these stakeholders' roles and responsibilities also.

A large, empty rectangular box with a thin black border, intended for the user to describe the roles and responsibilities of stakeholders. The box is currently blank.

H. Resources

Identify the initial funding, personnel, and other resources, committed to this project by the project sponsor. Additional resources may be committed upon completion of the detailed project plan.

Resources	Allocation and Source	
<i>Funding</i>	<i>Source: (i.e. Federal Grant)</i>	<i>Amount: \$</i>
	<i>Source:</i>	<i>Amount: \$</i>
	<i>Savings: \$</i>	<i>Cost Avoidance Savings: \$</i>
<i>Project Team (Full and Part Time Staff)</i>		
<i>Customer Support</i>		
<i>Facilities</i>		
<i>Equipment</i>		
<i>Software Tools</i>		
<i>Other</i>		

I. Signatures

The Signatures of the people below document approval of the formal Project Charter. The Project Manager is empowered by this charter to proceed with the project as outlined in the charter.

Position/Title	Signature/Printed Name/Title	Date
<i>Proponent Cabinet Secretariat (as required)</i>		
<i>Proponent Agency Head</i>		
<i>Project Sponsor (required)</i>		
<i>Program Manager</i>		
<i>Project Manager (required)</i>		
<i>Other Stakeholders as needed</i>		
<i>Other Stakeholders as needed</i>		