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Project Charter Document

Project Name:
Department:
Focus Area:
Product/Process:

Prepared By

Document Owner(s)	Project/Organization Role

Project Charter Version Control

Version	Date	Author	Change Description
			Document created
			•

TABLE OF CONTENTS

1	PROJECT CHARTER	3
2	PROJECT EXECUTIVE SUMMARY	3
3	PROJECT SPONSOR	3
4	PROJECT PURPOSE	3
5	COST	4
6	RETURN ON INVESTMENT	4
7	PROJECT APPROACH	5
8	PROJECT TEAM	5
9	COMMUNICATIONS	5
10	PROJECT SCOPE	6
10.1	GOALS AND OBJECTIVES.....	6
10.2	ORGANIZATIONAL IMPACTS	7
	PROJECT DELIVERABLES	8
10.3	DELIVERABLES OUT OF SCOPE.....	8
11	QUALITY	8
12	RISKS	8
13	CHANGE MANAGEMENT	9
14	PROJECT CONSTRAINTS	9
15	SUCCESS CRITERIA	9
16	PROJECT REFERENCES	10
17	APPROVALS	11
18	APPENDICES	12
18.1	Document Guidelines.....	12
18.2	Project Charter Document Sections Omitted.....	12

1 PROJECT CHARTER

The project charter defines the scope, objectives, and overall approach for the work to be completed. It is a critical element for initiating, planning, executing, controlling, and assessing the project. It should be the single point of reference on the project for project goals and objectives, scope, organization, estimates, work plan, and budget. In addition, it serves as a contract between the Project Team and the Project Sponsors, stating what will be delivered according to the budget, time constraints, risks, resources, and standards agreed upon for the project.

2 PROJECT EXECUTIVE SUMMARY

The timeline for the project is currently not solidified. Standard PMBOK Project Management rules and best practices will be utilized for this project under an agile framework.

There is a key assumption that the process will be adopted and supported company wide.

3 PROJECT SPONSOR

_____ will serve as the Project Sponsor.

4 PROJECT PURPOSE

The purpose of this project is to implement _____

5 COST

Estimated Costs

Department	Hours	Dollars
IT		
Total		

Materials	Software	Equipment	Reserve	Estimate
N/A	N/A	N/A	N/A	N/A

6 RETURN ON INVESTMENT

Estimated Savings

Item	Yearly
Savings	

Estimated Costs

Costs	
-------	--

Estimated Three Year ROI

Year	Costs	Cumulative Costs	Benefits	Cumulative Benefits
1				
2				
3				
4				
5				
	ROI:			

The estimated payback period is _.

Non-Quantifiable ROI:

7 PROJECT APPROACH

An AGILE approach to project management will be utilized. This provides for high levels of visibility and understanding at all stages of the development process.

Throughout the project, we will continue to work closely with all stakeholders to ensure that services will be carried out in accordance with the project plan and timeline. Status will be communicated on a regular basis.

At the completion of the project, our project management team will provide full project documentation to build the Organizational Process Assets.

8 PROJECT TEAM

Project Team Role	Project Team Member(s)	Responsibilities

9 COMMUNICATIONS

Deliverable	Stakeholders / Recipient	Frequency	Channel(s)

10 PROJECT SCOPE

The scope of the ___Project is to implement

10.1 GOALS AND OBJECTIVES

Goals

10.2 ORGANIZATIONAL IMPACTS

Department	Impact to and Participation of Organization

11 PROJECT DELIVERABLES

Milestone	Deliverable
	•
	•
	•
	•
	•
	•
	•
	•

11.1 DELIVERABLES OUT OF SCOPE

- N/A

12 QUALITY

- What steps will you take to ensure that Quality is built into the production processes?
 - Internal testing
- Will the test team work from a Test Plan?
 - Test plans will be utilized
- What steps will you take to ensure that the Vendor is supplying deliverables of adequate quality?
 - Monitor performance
 - Communication
 - Status reports
- What will you measure to determine if the project is out of Scope?
 - The measurement mechanism for scope is project change requests. Schedule and budget show the impact of change to the project.
- What will you measure to determine if the project is within budget?
 - The measurement mechanism for budget is variance between target cost and forecast cost.
- What will you measure to determine if the project is within schedule?
 - The measurement mechanism for schedule is variance between target date and forecast date.

13 RISKS

#	Risk Area	Likelihood	Impact	Risk Owner	Project Impact-Mitigation Plan
1					

#	Risk Area	Likelihood	Impact	Risk Owner	Project Impact-Mitigation Plan
2					
3					
4					
5					
6					
7					

14 CHANGE MANAGEMENT

- The Project Manager will establish a Change Log to track all changes associated with the project effort.
- All Change Orders must be submitted via a Change Order Form and will be assessed to determine possible alternatives and costs.
- Change Orders will be reviewed by the Project Manager and approved by the IT Director, Chief Administration Officer and Project Sponsor.
- The effects of approved Change Order on the scope and schedule of the project will be reflected in updates to the Project Plan.
- The Change Log will be updated to reflect current status of Change Orders.
- The customer will be notified of the status was the change request has completed the approval process.

15 PROJECT CONSTRAINTS

- Current Budget.
- Current Resources
- Vendor

16 SUCCESS CRITERIA

- Discrete: Yes/No
 - Project requirements met
 - Project delivered on time
 - Project within budget
 - Project delivered within scope
 - Obtained Project Sponsor sign off

17 PROJECT REFERENCES

Reference	Location

18 APPROVALS

Prepared by _____
Project Manager

Approved by _____
Project Sponsor

19 APPENDICES

19.1 Document Guidelines

PMI Standards

19.2 Project Charter Document Sections Omitted

N/A