**Project Charter: ServiceNow GRC Implementation**

**1. Project Overview**

**Project Name:** ServiceNow GRC Implementation  
**Project Sponsor:** [Name]  
**Project Manager:** [Name]  
**Start Date:** [MM/DD/YYYY]  
**End Date:** [MM/DD/YYYY]  
**Version:** 1.0

**2. Project Objectives**

* Implement ServiceNow GRC to streamline risk, compliance, and audit management.
* Automate risk assessments, policy enforcement, and compliance tracking.
* Enhance reporting and visibility into governance and risk posture.

**3. Scope**

**In Scope:**

* Implementation of Policy and Compliance Management, Risk Management, and Audit Management.
* Integration with existing ITSM and security tools.
* User training and adoption strategy.

**Out of Scope:**

* Non-GRC modules outside the compliance and risk framework.
* Custom development beyond workflow automation.

**4. Key Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibilities** |
| [Name] | Project Sponsor | Approves budget and scope |
| [Name] | GRC SME | Defines compliance requirements |
| [Name] | IT Administrator | Manages ServiceNow platform |
| [Name] | Business Analyst | Gathers and documents requirements |

**5. Milestones and Timeline**

|  |  |  |
| --- | --- | --- |
| Phase | Milestone | Target Completion |
| Planning & Initiation | Project Kickoff | Week 1 |
| Requirement Gathering | Workshops Completed | Week 3 |
| Configuration & Development | GRC Module Configured | Week 8 |
| Testing & Validation | UAT Completion | Week 10 |
| Deployment | Go-Live | Week 12 |

**6. Risks and Assumptions**

**Risks:**

* Stakeholder availability for requirement workshops.
* Potential data migration challenges.

**Assumptions:**

* ServiceNow GRC module is pre-licensed.
* Necessary compliance frameworks are defined.