***<PROJECT NAME>***

**PROJECT CHARTER**

<Version>

<Date>

<Your Team Name>

**VERSION HISTORY**

*[Provide information on how the development and distribution of the Project Charter up to the final point of approval was controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]*

| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| --- | --- | --- | --- | --- | --- |
| 1.0 | *<Author name>* | *<mm/dd/yy>* | *<name>* | *<mm/dd/yy>* | *<reason>* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

| **Name** | **Email** | **Period of being project manager** |
| --- | --- | --- |
| <team member 1> |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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# **INTRODUCTION**

## **PURPOSE OF PROJECT CHARTER**

*[Provide the purpose of the project charter.]*

The *<Project Name>* project charter documents and tracks the necessary information required by decision maker(s) to approve the project for funding. The project charter should include the needs, scope, justification, and resource commitment as well as the project’s sponsor(s) decision to proceed or not to proceed with the project. It is created during the Initiating Phase of the project.

The intended audience of the *<Project Name>* project charter is the project sponsor and senior leadership.

# **PROJECT AND PRODUCT OVERVIEW**

*[Typically, the description should answer who, what, when and where, in a concise manner. It should also state the estimated project duration (e.g., 18 months) and the estimated project budget (e.g., $1.5M).*

# **JUSTIFICATION**

## **OBJECTIVES**

[*identify the objectives using* ***SMART (Specific, Measurable, Attainable, Relevant, Time-bound)***]

The objectives of the *<Project Name>* are as follows:

* *[Insert Objective 1]*
* *[Insert Objective 2]*
* *[Add additional bullets as necessary]*

## **HIGH-LEVEL REQUIREMENTS**

The following table presents the requirements that the project’s product, service or result must meet in order for the project objectives to be satisfied.

| **Req. #** | **I Requirement Description** |
| --- | --- |
|  |  |
|  |  |

## **MAJOR DELIVERABLES**

The following table presents the major deliverables that the project’s product, service or result must meet in order for the project objectives to be satisfied.

| **Major Deliverable** | **I Deliverable Description** |
| --- | --- |
|  |  |
|  |  |

## **SCOPE**

*[Describe the inclusive and exclusive boundaries of the project. Specifically address items that are out of scope.]*

# **DURATION**

## **TIMELINE**

*[An example of a high-level timeline is provided below.]*



## **EXECUTIVE MILESTONES**

*[Example: For CPIC major/tactical projects, these milestones could be used to complete the Funding Plan/Cost and Schedule section of the OMB Exhibit 300.]*

The table below lists the high-level Executive Milestones of the project and their estimated completion timeframe.

| **Executive Milestones** | **Estimated Completion Timeframe** |
| --- | --- |
| *[Insert milestone information (e.g., Project planned and authorized to proceed)]* | *[Insert completion timeframe (e.g., Two weeks after project concept is approved)]* |
| *[Insert milestone information (e.g., Version 1 completed)]* | *[Insert completion timeframe (e.g., Twenty-five weeks after requirements analysis is completed)]* |
| *[Add additional rows as necessary]* |  |

# **ASSUMPTIONS, CONSTRAINTS AND RISKS**

## **ASSUMPTIONS**

*[Example: The system is being developed to capture data from public health partners. One assumption is that data is entered electronically into the system.]*

This section identifies the statements believed to be true and from which a conclusion was drawn to define this project charter.

1. *[Insert description of the first assumption.]*
2. *[Insert description of the second assumption.]*

## **CONSTRAINTS**

*[Example: There might be time constraints on developing a system that is used to track data of highly infectious diseases like SARS.]*

This section identifies any limitation that must be taken into consideration prior to the initiation of the project.

1. *[Insert description of the first constraint.]*
2. *[Insert description of the second constraint.]*

## **RISKS**

*[Example: The risk of accessibility or unavailability of public health partners for obtaining requirements to develop a data collection system may delay project deliverables. A possible mitigation strategy might be to schedule requirement sessions with the partners as early as possible. List the risks that the project sponsor should be aware of before making a decision on funding the project, including risks of not funding the project.]*

| **Risk** | **Mitigation** |
| --- | --- |
|  |  |
|  |  |

# **PROJECT ORGANIZATION**

## **STAKEHOLDERS (INTERNAL AND EXTERNAL)**

*[Examples of stakeholders include an epidemiologist performing a behavioral research project and people in the field collecting data using a software application (the proposed project) to collect the data required for a behavioral research project.]*

## **ROLES AND RESPONSIBILITIES**

*[Depending on your project organization, you may modify the roles and responsibilities listed in the table below.] [You can put the project sponsor as TA] [Project manager could be the member take the role for this round.]*

This section describes the key roles supporting the project.

| **Name & Organization** | **Project Role** | **Project Responsibilities** |
| --- | --- | --- |
| <Name>  <Org> | Project Sponsor | Person responsible for acting as the project’s champion and providing direction and support to the team. In the context of this document, this person approves the request for funding, approves the project scope represented in this document, and sets the priority of the project relative to other projects in his/her area of responsibility. |
| <Name>  <Org> | Project Manager (This could include a Contractor Project Manager or an FTE Project Manager) | Person who performs the day-to-day management of the project and has specific accountability for managing the project within the approved constraints of scope, quality, time and cost, to deliver the specified requirements, deliverables and customer satisfaction. |
| <Name Orog> | Developer | Person who perform the day-to-day development and maintenance of the project |

# **PROJECT CHARTER APPROVAL**

The undersigned acknowledge they have reviewed the project charter and authorize and fund the *<Project Name>* project. Changes to this project charter will be coordinated with and approved by the undersigned or their designated representatives.

*[List the individuals whose signatures are desired. Examples of such individuals are Business Steward, Project Manager or Project Sponsor. Add additional lines for signature as necessary. Although signatures are desired, they are not always required to move forward with the practices outlined within this document.]*

| Signature: |  | Date: |  |
| --- | --- | --- | --- |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

| Signature: |  | Date: |  |
| --- | --- | --- | --- |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

| Signature: |  | Date: |  |
| --- | --- | --- | --- |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

**APPENDIX A: REFERENCES**

*[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]*

The following table summarizes the documents referenced in this document.

| **Document Name and Version** | **Description** | **Location** |
| --- | --- | --- |
| *<Document Name and Version Number>* | *[Provide description of the document]* | *<URL or Network path where document is located>* |

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