**Project Charter**

**Project Charter Plan**

**ABC Clinic Information System**

**Group 29 Inc.**

**160 Kendal Ave**

**Toronto, ON M5R 1M3**

**November 6th, 2019**

This Charter formally authorizes the Clinic Information System Project to develop and implement a new information system for use in ABC Clinic. A project plan will be developed and submitted to the Project Sponsor for approval. The project plan will include: scope statement; schedule; cost estimate; budget; and provisions for scope, resource, schedule, communications, quality, risk, procurement, and stakeholder management as well as project control. All resources will be assigned by the Project Sponsor, John Doe.

The purpose of the Clinic Information project is to store, process and retrieve clinic information pertaining to daily operations. This project meets ABC Clinic’s need effectively manage client, employee, and process information. It should. The project deliverables shall include system design, all coding, testing, implementation of an integrated system for use with existing IT infrastructure. The objectives of the Clinic Information System project are to reduce the amount of time required to input and retrieve information, as well as reducing information loss and redundancy. Success will be determined by the Project Sponsor once the system is implemented, and ensured to be error-free.

The Project Manager, Alec Pagliarussi, is hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with all contractors and management, as required, to ensure successful and timely completion of the project. The Project Manager is responsible for developing the project plan, monitoring the schedule, cost, and scope of the project during implementation, and maintaining control over the project by measuring performance and taking corrective action.

The project plan will be submitted and approved in accordance with the milestone schedule below. Upon approval of the project plan resources will be assigned to the project and work will commence within 5 business days. The Project Sponsor must approve any schedule changes which may impact milestones. A detailed schedule will be included in the project plan. The high level milestone schedule is:

* Jan 1, 2020 – Project Plan Complete and Approved
* Mar 1, 2020 – Design Completed
* June 1, 2020 – Coding Completed
* July 1, 2020 – Testing Completed
* Aug 1, 2020 – Beta Testing Completed
* Sep 1, 2020 – Implementation Completed
* Oct 1, 2020 –Project Completion

The budget for the Clinic Information System project is $1,000,000. It is to be funded through the ABC Clinic opening budget.

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date: