# Project Charter

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| 1.0 Project Identification | | |
| **Name** | *Eoin O’Farrell* | |
| **Description** | *ITM Year 3 Project Charter* | |
| **Sponsor** | CIT | |
| **Project Manager** | Jonatan Sherwin | |
| **Project Team Resources** |  | Communications, Policy, Healthy Workplace Advisory group, Attraction & Retention working group |

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| 2.0 Business reasons for project |
| * Provide the graduate with both the management and technical skills to work in a wide range of organisations. * This programme year is specifically designed to address the increasing need for graduates with the skills required to manage IT services and implement complex projects securely. |

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| **3.0 Project OBJECTIVES (purpose)** |
| * Study a range of modules in cyber security, networking, system administration, project management, and IT planning and design * Complete a concise Group Project * Complete a successful Work Placement |

| **4.0 Project Scope** |
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| * Recognition knowledge acquired in Networking, Security, Project Management and IT planning and design * To address the need for quality graduates qualified to manage IT infrastructure by industry * To address the need for quality graduates qualified to implement complexed projects by industry |

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| **5.0 key Project DELIVERABLES** | |
| **Name** | **Description** |
| Framework | Pass modules, Completion of a Group Project & Successful Work Placement |
| Logic Model | Study modules, Complete project, Organize Placement, Pass classes, Demonstrate Project, gain experience in placement, Score above 39%, Score a merit or more, Completion of a Work Experience Diary |
| Project backgrounder | A supplement to the project charter outlining definitions and outcomes |
| Research summary | To include general, jurisdictional and corporate research (What organizations want from our graduates) |
| Guidelines | [To include general program guidelines](https://courses.cit.ie/index.cfm/page/course/code/CR_KITMN_8) |
| Tools and resources | To include [templates](https://www.projectmanager.com/templates/project-charter-template), [guides](https://www.projectmanager.com/templates/project-charter-template), for use by department |
| Communication/ Implementation plan | Communication of framework, tools resources to stakeholder groups, communication plan |
| Website | <https://courses.cit.ie/index.cfm/page/course/code/CR_KITMN_8> |

| **6.0 Milestone dates** | | |
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| **Item** | **Major Events / Milestones** | **Dates** |
| 1. | Develop framework | WK 1 |
| 2. | Complete a research summary | WK 3 |
| 3. | Develop guidelines (general and financial) | WK 2 |
| 4. | Consult with departmental reps (i.e. Health, Tourism), Attraction & Retention Working Group, Healthy Workplace Advisory Group | WK 3 |
| 5. | Networking/Information event for all staff | WK 3 |
| 6. | Develop department toolkit, templates, resources | WK 4 |
| 7. | Implementation and communication to stakeholder groups | WK 5 |
| 8. | Website launch | WK 5 |
| 11. | Framework evaluation, consultations, lessons learned | WK 6 |

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| **7.0 key ISSUEs** | |
| Severity | **Description** |
|  | Some department staff have programs and others have not. |
|  | Departmental recognition activities are not mandatory |
|  | Agreement from HR, departmental staff and managers to take ownership of departmental activities |
|  | Maintain momentum and sustainability of activities (Meeting deadlines) |
|  | Timelines around the coordination of guideline development with development of the IT Management Year 3 |
|  | Timelines around coordinating the recognition framework implementation |
|  | Employee and manager perceptions |
|  | Corporate & Organisational perceptions |

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| **8.0 RISKS** | |
| **Severity** | **Description** |
|  | Support and buy-in of framework, guidelines and tools from the staff |
|  | Support and buy-in of framework, guidelines and tools from managers |
|  | Support and buy-in of framework, guidelines and tools from Corporate and organisations |
|  | Implementation timelines |
|  | Availability of supporting resources (i.e. communication, policy) |
|  | Treasury and Policy Board support of guidelines |

| **9.0 Project’s criteria for success (must be measurable)** |
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| * Outcomes reflect Project Charter * Increased participation in corporate recognition activities (attendance, # of nominations received) * Increased favourable employee perceptions of feeling valued for their contributions. * Increased favourable employment options. * Increased favourable employee perceptions of feeling valued for their contributions. (employee survey results) * Increased favourable employee perceptions of being recognized for a job well done. (employee survey results) |