<Date>

**Version <X.x>**

**NOTES TO THE AUTHOR/TEMPLATE INSTRUCTIONS**

This template includes instructions and boilerplate text for this document. The author should note that:

* Each section provides instructions or describes the intent, assumptions, and context for content included in that section. Instructional text appears in *blue italicized text* throughout this template.
* Replace instructional text in each section with project specific information.
* Use or modify boilerplate examples of wording and formats for text and tables as appropriate.
* Search and replace all text enclosed in angle brackets - < > - with project specific information (e.g., <Project Name> or <Project Acronym>.

Follow these steps when using this template:

1. All documents must be compliant with Section 508 requirements. Refer to [FNS 504-508 Compliance Reference Library](https://fncspro.usda.net/offices/oit/Documents/Forms/AllItems.aspx?RootFolder=%2Foffices%2Foit%2FDocuments%2F504%2D508%20Compliance%20%2D%20Accessibility&View=%7BB47848DF%2D6059%2D4D43%2DAB0C%2D8ECEDC92AD4C%7D) or [Section508.gov](https://section508.gov/) for more information.
2. Modify any boilerplate text, as appropriate, for your specific project.
3. Use Styles for new sections such as Heading 1, Heading 2 and Std Para.
4. Place Table captions and descriptions *above* the table and centered. All tables must have an associated tag providing appropriate alternative text for Section 508 compliance.
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6. Update the Table of Contents and any List of Tables or List of Figures by right-clicking it and selecting Update field / Update entire table.
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**IPT CHARTER TEMPLATE REVISION HISTORY**

| VERSION | DATE | CHANGE DESCRIPTION |
| --- | --- | --- |
| 1.0 | 11/02/2020 | Updated to reflect new FNS Agile SDLC processes and comply with Section 508 standards. |
| 1.1 | 10/19/21 | Updated signature |

**IPT CHARTER TEMPLATE CONTACT INFORMATION**

| RESPONSIBILILTY | CONTACT PERSON | EMAIL ADDRESS |
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*Complete the below table to track the version history of this document.*

**DOCUMENT REVISION HISTORY**

| **VERSION** | **DATE** | **AUTHOR** | **CHANGE DESCRIPTION** |
| --- | --- | --- | --- |
| x.x |  |  |  |
| x.x |  |  |  |
| x.x |  |  |  |

*List the relevant area of responsibility, contact person and email address for this document.*

**CONTACT INFORMATION**

| **RESPONSIBILILTY** | **CONTACT PERSON** | **EMAIL ADDRESS** |
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| SDLC Lead | [Insert Name] | [Insert Email Address] |
| ITIRB Coordinator | [Insert Name] | [Insert Email Address] |
| Portfolio Management Division Director, Chief Portfolio Officer | [Insert Name] | [Insert Email Address] |
| Program Management Branch Chief | [Insert Name] | [Insert Email Address] |

**APPROVAL**

**OFFICE OF INFORMATION TECHNOLOGY**

| This document approved by: |  |
| --- | --- |
|  | **<Name>**Date  Chief Portfolio Officer |

|  | **<Name>** Date  Business Owner  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **<Name>** Date  COR/OIT PM |
| --- | --- |

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*List the acronym reference and definition or description for each acronym contained in this document.*

**ACRONYM LIST**

| **REFERENCE** | **DEFINITION** |
| --- | --- |
| CCB | Change Control Board |
| COTR | Contracting Office Technical Representative |
| FNCS | Food, Nutrition, and Consumer Service |
| FNS | Food and Nutrition Service |
| IPT | Integrated Project Team |
| IPTC | Integrated Program Team Charter |
| ITG | Information Technology Governance |
| OIG | Office of Inspector General |
| OIT | Office of Information Technology |
| PM | Project Manager |
| PMD | Portfolio Management Division |

# Purpose

*Describe the purpose of the charter. Modify the below language or insert additional information as needed.*

The purpose of the <Project Name> Integrated Project Team (IPT) Charter (IPTC) is to communicate to project participants and external entities the authorization for the project and the management approach. The project charter lays the groundwork for informed decisions and planning regarding project direction, outcomes, and delivery. The IPTC includes experts in program and project management, resource management, procurement, systems engineering, security, and the business owner. When planning, developing, or releasing updates to the <Project Acronym> , coordination between various groups within FNS is addressed via this IPTC charter.

# Background/Scope

*Insert any background information or the scope of the project for the Project Charter here as needed.*

# Outcomes, Outputs and Performance

*Describe the outcomes, outputs, and performance. Modify the language below or insert additional information as needed.*

The IPT makes recommendations to address project management issues. Changes recommended by the IPT are addressed through the OIT Change Control process as needed. IPT outputs include meeting minutes.

# Authority

*Describe the authority of the Integrated Project Team. Modify the language below or insert additional information as needed.*

The authority for this IPTC rests with the <Business Owner Organization Name>. <Business Owner Organization Acronym (e.g. FNS)> has initiated this project and assigned a dedicated Project Manager (PM) to oversee the project on a day-to-day basis. The PM has the authority to direct resources to meet project objectives. The FNS Office of Information Technology (OIT) also provides a dedicated OIT PM to assist the Program PM with IT issues, and to help facilitate communication between program, project, and IT resources. Further, OIT supplies contract specialists, information technology specialists, and security specialists as needed to support the project.

All contractual issues and decisions on procurements are elevated to the OIT PM and the contract specialist. All technology hardware or software issues are elevated to the OIT PM, Security specialist, and Information technology specialist. All security issues or concerns are elevated to the Program PM, OIT PM, and security specialist.

# Key External Processes

Describe the key external processes. Modify the language below or insert additional information as needed.

Key external processes of primary concern are security processes. This includes but is not limited to security incident reporting, security scanning, vulnerability fixes, and patching. The IPT is notified of any security process issues and reports progress back to the security office when issues are resolved.

Additional processes that the IPT is involved in include disaster recovery planning, testing, and executing. During disaster recovery scenarios the IPT develops and executes a documented plan and reports results when the system is restored.

Enhancements or features that require additional hardware will also be brought to the IPT’s attention to review for security concerns. The IPT follows the OIT change control processes.

# Key Stakeholders

Describe the key stakeholders. Modify the language below or insert additional information as needed.

<Business Owner Organization Acronym> is the system sponsor. Below are the stakeholders for the <Project Acronym>:

* <First and Last Name> (System Owner)
* <First and Last Name> (Director, <Business Owner Organization Acronym>)
* <First and Last Name> (<Business Owner Organization Acronym> PM)
* <First and Last Name> (<Business Owner Organization Acronym>, Users)

The main users of the system are <insert Organizations as appropriate>.

# Membership

Identify the IPT members below or include the IPT roles matrix in in the table below.

| **IPT Membership** | **Name (if vacant, enter "VACANT")** | **Email** |
| --- | --- | --- |
| **Core Members** |  |  |
| OIT Program Manager (co-chair) |  |  |
| Business Lead (co-chair) |  |  |
| Contracting Officer |  |  |
| Security Representative |  |  |
| Contracting Office Technical Representative (COTR) |  |  |
| **Associate Members** |  |  |
| Capital Planning Representative |  |  |
| Records Management |  |  |
| Privacy Officer |  |  |

Table - IPT Functions

Describe the IPT functions. Modify the language below or insert additional information as needed.

The IPT acts in an advisory and approval role on the components of the agency's information technology projects in regards to IT infrastructure, development, sustainment, standards, and practices. To the extent authorized, the IPT provides technical guidance and assistance as needed.

# Decision Process

Describe the decision process. Modify the language below or insert additional information as needed.

All IPT decisions must be made by quorum vote. In the case where there is not quorum consent, the issue will be elevated to upper management for decision. All changes that are an outcome of a vote will be input into the Product Backlog, OIT Change Control Process, or other IT tracking mechanisms as appropriate.

# Meeting Management

Describe the meeting management. Modify the language below or insert additional information as needed.

IPT meeting management consists of the following:

* 1. The IPT convenes at the direction of either co-chair. At a minimum, the IPT will convene once a week to review and approve project status and issues during a development project.
  2. If an IPT member cannot be at a meeting, they will designate someone on their team to represent them. Key members of the IPT should be co-located during the most critical junctures of the program, to the maximum extent possible.
  3. The IPT should meet bi-weekly for sustainment projects.

# Charter Expiration

*Modify the language below or insert additional information as needed.*

The term of this charter is one year or until project closeout. This charter is to be reviewed and the length of the term extended on a yearly basis as appropriate.