

Project1

Project Charter

Prepared by:

Prepared date:



DOCUMENT EXPLANATION

The project team uses the project charter to document project scope and responsibilities. The type and amount of information in the project charter varies depending on the complexity of the project and the information known at the time of its creation.

Write the project charter with the client/stakeholder in mind and in a language that is easily understandable. Consider the stakeholders perspective as they will be reviewing and approving the project charter. The purpose of the project charter is to gain agreement on scope and approach with all stakeholders.

NOTE:

The text in blue is for your benefit to provide instructions while completing the document. Please delete the blue text before sharing your final document with stakeholders.

1 PROJECT OVERVIEW

1.1 PROJECT PURPOSE/OPPORTUNITY STATEMENT/BUSINESS NEED

Document the business need and establish the reasons for a project's existence. State the project's opportunity, problem, need or benefit. Includes links to overall strategic plan

1.2 OBJECTIVES

Describe the business goals and objectives of the project.

2 SCOPE

2.1 SOLUTION OVERVIEW

This section should communicate the high-level solution as proposed by this project charter.

2.2 IN SCOPE

This section should clearly define the scope of the solution. A bulleted list with brief description is acceptable.

File Name: Page 2 of 6



2.3 OUT OF SCOPE

This section should clearly define what is related work that is outside the scope of the solution. A bulleted list with brief description is acceptable.

2.4 IMPACTS ON / TOUCH POINTS WITH OTHER SYSTEMS

This section should identify the integrations with other systems inside and outside of ITS. Consider whether integrations will need to be built or whether impacted system is indirectly impacted. This section helps identify other staff resources who may not be explicitly listed on the project.

3 DELIVERABLES

3.1 MAJOR DELIVERABLES

List the major, high-level "products" to be created (e.g. improved xxx process, policy for xxx)

- 1.
- 2.
- 3.
- 4.

4 Assumptions and Constraints

4.1 Assumptions

Include any assumptions that influence the project scope and delivery.

4.2 CONSTRAINTS

Include any constraints that influence the project scope and delivery.

File Name: Page 3 of 6



5 Critical Success Factors

Include the conditions that must be met to consider the project a success. Describe the factors or characteristics that are deemed critical to the success of the project, such that, in their absence the project will fail. Define how to measure "done".

6 HIGH LEVEL TIMELINE

Example: The project is scheduled to execute over a 36-month window. phase milestones.	Below is a general breakdown o
Discover Complete:	
Plan Complete:	
Design Complete:	
Build Complete:	
Test Complete:	
Close Complete:	

7 PROJECT AUTHORITY AND ORGANIZATION

7.1 KEY STAKEHOLDERS

Identify project sponsor, project manager, project team, along with roles and responsibilities

Function/Role	Name & Title	Responsibilities
Project Sponsor(s)		On-going champion of the project
Project Steering/Executive Governance		 Champion project priorities and objectives Serve as the main interface to the Executive Team Review progress and performance against timeline Identify and obtain resources, as needed

File Name: Page 4 of 6



	 First-line to project team for issue escalation and risk mitigation First-line for significant budget impacts to the project
Project Manager	 Project leadership Develop and manage project plan, budgets and project scope Assign tasks to other personnel Monitor staff and project progress Communicate project status to team and executive steering committee Manage risk and raise issues according to escalation plan
Other Major Stakeholders	 Serves as liaison between the project and the IT Services Advocates and acts as a change agents for the UofC solution Provides IT Services leadership support for the project Provides necessary technical and business input to the solution
Change/Communication Management	•

8 BUDGET REQUIREMENTS

Provide a rough estimate of project costs. How much is the project going to cost in terms of staff, external resources, and materials? Budget can also specify source of funding. Note: sometimes this information has already been estimated in the business case.

Examples: staff hours, consultants, software/hardware costs.

File Name: Page 5 of 6



8.1 RESOURCES

8.2	SUMMARY	BUDGET
·-	001111111111111111	

Capital

Expense

9 APPROVALS

Approval	Name (printed)	Name (signature)	Date
Project Manager			
ITS Owner			
Business Owner			
Project Sponsor(s)			

Revision Log

Revision	Date	Initials	Description of Revision
1.0	MM/DD/YY		Initial Draft

File Name: Page 6 of 6