VCCS Project Charter

A. General Information

Provide basic information about the project including: Project Title – The proper name used to identify this project; Project Working Title – The working name or acronym that will be used for the project; Prepared by – The person(s) preparing this document; College/Office – The College or Office that will be responsible for the management of the project.

Project Title: _____   **Project Working Title:** _____

Prepared by: _____   **College/Office** _____

Points of Contact

List the principal individuals who may be contacted for information regarding the project.

Position	Title/Name/Organization	Phone	E-mail
Project Sponsor			
Project Manager			
College President or VCCS Vice Chancellor			
Customer (User) Representative(s)			
Other			

B. Signatures

The Signatures of the people below document approval of the formal Project Charter. The Project Manager is empowered by this charter to proceed with the project as outlined in the charter.

Position/Title	Signature/Printed Name/Title	Date
College President or VCCS Vice Chancellor		
Project Sponsor (required)		
Project Manager (required)		
Other Stakeholders as needed		
Other Stakeholders as needed		

VCCS Project Charter

C. Project Purpose

Explain the business reason(s) for doing this project. The Project Purpose (the Business Problem and Project Business Objectives) is in the Project Proposal, Section B.

1. Business Problem

The Business Problem is a question, issue, or situation, pertaining to the business, which needs to be answered or resolved. State in specific terms the problem or issue this project will resolve. Often, the Business Problem is reflected as a critical business issue or initiative in the College or VCCS Strategic Plan or IT Strategic Plan.

2. Project Business Objectives

Define the specific Business Objectives of the project that relate to the strategic initiatives or issues identified in the Commonwealth, College or VCCS Strategic Plan. Every Business Objective must relate to at least one strategic initiative.

Dateline 2009 – Initiative or College Critical Issue	Project Business Objectives
The VCCS must serve at least 16,000 new students by 2009.	
To expand its capacity and provide greater economic opportunity, by 2009, the VCCS will rank in the top ten percent in the nation with respect to graduation rates, retention, and job placement.	
VCCS tuition will not exceed half of the average cost to attend a public four-year institution in the Commonwealth.	
The VCCS will become more proactive in securing private support to ensure its capacity to respond to the needs of the Commonwealth. Collectively, the VCCS foundations will double their holdings from $75 to $150 million.	
The VCCS will triple the number of graduates who successfully transfer to four-year colleges and universities.	
The VCCS will triple the number of high school students who take college courses and receive college credits, raising the number from 14,000 to 45,000.	
The VCCS will provide workforce training programs for 225,000 individuals annually, an increase of nearly 80 percent — from 125,000 to 225,000.	
Other College or VCCS Critical Issue goes here.	

D. Assumptions

Assumptions are statements taken for granted or accepted as true without proof. Assumptions are made in the absence of fact. List and describe the assumptions made in the decision to charter this project.

E. Project Description, Scope and Management Milestones

1. Project Description

*Describe the **project approach, specific solution, customer(s), and benefits.** The Project Description is located in the Project Proposal, Section C.*

2. Scope
The Project Scope defines all products and services to be delivered by the project and identifies the limits of the project. In other words, the Project Scope establishes the boundaries of the project.

3. Summary of Major Management Milestones and Deliverables
Provide a list of Project Management Milestones and Deliverables (see Section E of the Project Proposal Document). This list of deliverables is not the same as the products and services delivered by the project. Rather the Major Management Milestones and Deliverables are specific to the management of the project. An example of a Project Management Milestone is the Project Plan Completed.

Event	Estimated Date	Estimated Duration
Project Charter Approved		
Project Plan Completed		
Project Plan Approved		
Project Execution – Started		
Project Execution Completed		
Project Closed Out		

F. Project Authority

Describe the authority of the individual or organization initiating the project, any management constraints, management oversight of the project, and the authority granted to the Project Manager.

1. Authorization

Name the project approval authority that is committing organization resources to the project. Identify the source of this authority. The source of the approval authority often resides in code or policy and is related to the authority of the individual's position or title.

2. Project Manager

Name the Project Manager and define his or her role and responsibility over the project. Depending on the project's complexities, include how the Project Manager will control matrixed organizations and employees.

3. Oversight

Describe the College, VCCS or Commonwealth Oversight controls over the project.

G. Project Organization

1. Project Organization Chart

Provide a graphic depiction of the project team. The graphical representation is a hierarchal diagram of the project organization that begins with the project sponsor and includes the project team and other stakeholders.

2. Organization Description

Describe the type of organization used for the project team, its makeup, and the lines of authority.

3. Roles and Responsibilities

Describe, at a minimum, the Roles and Responsibilities of all stakeholders and project team members identified in the organizational diagram above. Some stakeholders may exist who are not part of the formal project team but have roles and responsibilities related to the project.

H. Resources

Identify the initial funding, personnel, and other resources, committed to this project by the project sponsor. Additional resources may be committed upon completion of the detailed project plan. Funding should include the costs of internal staff assigned to the project, procurement of hardware, software, and consulting or implementation services, materials and supplies, facilities, telecommunications, training, and risk contingency identified in the Estimate of Execution Expenditures and Funding from the Project Proposal. All other items should identify the specific resources required (i.e., Project Team – type and number of project personnel, Facilities – training room).

Resources	Allocation	Source
Funding		
Project Team (Full and Part Time Staff)		
Customer Support		
Facilities		
Equipment		
Software Tools		
Other		