{Long Name eg Network resilience upgrade implementation} project ({Short Name eg LANUpgrade})

**DRAFT Project Charter**

{Date}

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# Executive Summary

## Introduction

{High level intro to the project and why it is necessary}

## Key Requirements

{Description of the main business requirements which can be used to define success of the project}

## Key Benefits

{What value will the project deliver?}

## Costs

{High level budget breakdown based on details later in the charter}

## Schedule

{High level schedule breakdown based on details later in the charter

## Recommendations

{Next steps and approach}

# Project Outline

## Overview

{What the project aims to achieve and how}.

## Objectives

{Main measurable objectives}

## Business Requirements

{Description of the business requirements which can be used to define success of the project}

## Project Scope

{What will be included in the project and what will not}

## Funding source

{Who will foot the bill for the project}

## Stakeholder Map

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Organization | Stakeholder Type | Role (Delete as required) | Interest (Delete as Required) | Engagement |
| {name} |  | Key Stakeholder | Sponsor | Scope / Budget / QA / Other | Consult |
| {name} |  | Key Stakeholder | Director | Scope / Budget / User / Owner / QA / Other | Consult |
| {name} |  | Key Stakeholder | Principle User | User | Consult |
| {name} |  | Key Stakeholder | Principle User | User | Consult |
| {name} |  | Project Resource | Project Manager | Scope / Budget / User / Owner / Technical / QA / Other | Consult |
| {name} |  | Project Resource | Technical Lead | Technical / QA / Other | Consult |
| {name} |  | Key Stakeholder / Stakeholder / Project Resource / Other | Sponsor / Director / Project Manager / Principle User / Senior Supplier / Technical Lead / Tester / User / Support /Other | Scope / Budget / User / Owner / Technical / QA / Other | Consult / Inform |

## Project governance

The project steering group will comprise of the Key stakeholders, Project Manager, chaired by the Project Director and scheduled every 2 weeks

The project meeting will comprise of project resources and will meet on a weekly basis, chaired by the Project Manager.

## Project Communication

A project communication will occur every two weeks after the steering group meeting to all stakeholders.

## Assumptions

{TBD}

## Dependencies

{TBD}

## Risks and issues

{TBD}

| ID | Risks Identified | Likelihood | | Impact | Risk Rating | | Likelihood Controls | Impact Controls | Risk Owner |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | | |  |  |  |  | |

Table 1 Risk Matrix

This matrix is used to establish the risk rating as below by looking at the Probability and the Consequence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Consequence** | | | | |
| **Probability/ Likelihood** | **Insignificant (1)** | **Minor (2)** | **Moderate (3)** | **Major (4)** | **Catastrophic (5)** |
| **Rare (1)** | **1** | **2** | **3** | **4** | **5** |
| **Possible (2)** | **2** | **4** | **6** | **8** | **10** |
| **Likely (3)** | **3** | **6** | **9** | **12** | **15** |
| **Often (4)** | **4** | **8** | **12** | **16** | **20** |
| **Frequent/ Almost Certain** | **5** | **10** | **15** | **20** | **25** |

The Risk Rating is then determined to be:

|  |  |  |
| --- | --- | --- |
| **1-3** | **Low Risk** | No action required, unless escalation of risk is possible |
| **4-6** | **Moderate Risk** | Activity can operate subject to controls |
| **8-12** | **High Risk** | Activity should be modified to include remedial planning and action and be subject to detailed QHSE assessment. |
| **15-25** | **Extreme Risk** | Activity should not proceed in current form. |

# Approach

## Overview

{TBD}

## Project phases

The project will go through the following phases and activities and main

1. **Initiation -** Outline business case, high level requirements and estimated budget, agree key stakeholders and assign project resources
2. **Planning -** Baseline requirements, scope, budget, deliverables, resources agreed and assigned, solution designs
3. **Execution -** Build solutions with functional testing, UAT, Training, Operational change and handover to support teams
4. **Closure -** Lessons learned, project acceptance, audits and signoff by key stakeholders

The project is currently in the **Initiation phase**

## Outline Milestones

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Expected Date** | **Deliverable** |
| PM01 |  | Business objectives and requirements complete and signed off |
| PM02 |  | Project Charter Complete |
| PM03 |  | Project kick off meeting complete |
| PM04 |  | Requirements capture complete |
| PM05 |  | High level design documents complete |

## High Level Requirements and Deliverables

MoSCoW Prioritization

Using DSDM Atern prioritization of requirements will help to focus effort onto core requirements for the solution and allow an agile iterative delivery.

|  |  |
| --- | --- |
| Priority | Description |
| Mo | Must Have, this function must be part of the solution |
| S | Should Have, this function should be part of the implementation |
| Co | Could Have, this function could be part of the solution but is optional and should be considered to be included as a Must have for future iterations of the solution |
| W | Won’t have, this function will not be part of the initial solution |

* {Deliverable breakdown with priority according to business requirements and key acceptance criteria}

## Budget

### Capital Costs

Project Resources / Professional services

{Cost breakdown}

Hardware

{Cost breakdown}

Software and Licenses

{Cost breakdown}

Travel and Accommodation

{Cost breakdown}

Other

{Cost breakdown}

**Total**

{Cost}

### Operational Costs

Maintenance and support

{Cost breakdown}

Software Licenses

{Cost breakdown}

Staffing

{Cost breakdown}

Consumables

{Cost breakdown}

Other

**Total**

{Cost}

## Project Status Metrics

|  |  |  |
| --- | --- | --- |
| Metric |  | Status Criteria |
| Scope | B | Not Defined as yet, usually at project initiation |
| R | No agreement as to what the project is delivering, cannot proceed |
| A | Scope unclear or ill defined, remediation required |
| G | Scope agreed and defined, project tracking to agreed scope |
| Schedule | B | Not Defined as yet, usually at project initiation |
| R | No schedule or unscheduled stoppage, cannot proceed |
| A | Schedule unclear or project missing deadlines, remediation required |
| G | Schedule agreed and defined, project tracking to agreed schedule |
| Budget | B | Not Defined as yet, usually at project initiation |
| R | No budget or funding issue, cannot proceed |
| A | Budget unclear or budgeting issue, remediation required |
| G | Budget agreed, funds available, project tracking to agreed budgets |
| Resources | B | Not Defined as yet, usually at project initiation |
| R | No agreement as to resourcing or resources not committed, cannot proceed |
| A | Resourcing unclear, resourcing issue, remediation required |
| G | Resourcing agreed and committed, project tracking to agreed resource plan |
| Deliverables | B | Not Defined as yet, usually at project initiation |
| R | Deliverables not defined or cannot be delivered or cannot proceed |
| A | Deliverables unclear, deliverable or quality issue, remediation required |
| G | Deliverables agreed and defined, project tracking to agreed deliverable plan |
| Satisfaction | B | Not Defined as yet, usually at project initiation |
| R | Key Stakeholders unsatisfied with some aspect of the project. |
| A | Key Stakeholders have some concerns with the project, remediation required |
| G | Key Stakeholders are satisfied with the project. |
| Overall |  | Overall status is an aggregate of the above statuses and will reflect the worst value of the above statuses. |

## Project Tolerances and Changes

Project tolerances will be set during the scoping phase to allow tracking of a project and escalation when the target Metrics are not being met or the impact of a project change exceeds the target Metrics by more than the tolerated amount.

{TBD}

## Schedule with main activities

### 01-Initiation

Outline business case, high level requirements and estimated budget

Agree key stakeholders and assign project resources

{Dates}

### 02-Planning

Baseline requirements, scope, budget, deliverables, resources

Solution design with security and integration elements

{Dates}

### 03-Execution

Build solution with functional testing

UAT, Training, Operational change and handover to support teams

{Dates}

### 04-Closure

Lessons learned, project acceptance and signoff by key stakeholders

{Dates}

# Project Approvals

Add signatures that are important for the approval of the project. (Remove this comment section from the final document.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Sponsor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steering Committee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager Date