# **PROJECT CHARTER**

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|  | General Project Information | | | | | | | | | | |
|  | **Project Name:** | | | | XYZ Project | | | | | | |
|  | **Project Purpose:** | | | | XYZ Company is a new company that was established this year. The XYZ team is currently working to get their new business up and running, hiring staff, purchasing office equipment, renting facilities, purchasing supplies, and working with potential customers to get the business started.  The senior leadership of XYZ knew early on that they wanted to have a professional company website set up. They initially hired a small web hosting site to set up a simple website that provides minimal XYZ company information. This was acceptable during the early stages of the company, but leadership would now like to have a more professional website created, as their customer base continues to grow. | | | | | | |
|  | **Executive Sponsors:** | | | | Roger Wilson | | | | | | |
|  | **Department Sponsor:** | | | | Tom Kane | | | | | | |
|  | **Measurable Objectives:** | | | | * The website is fully operational within 3 - 6 months from the project launch date. * A backup of all XYZ website information is maintained offline in case of catastrophic failure. * System errors or failures are kept below 3% per month based on total system transactions. * The help desk is actively maintained from 7:00 AM to 8:00 PM seven days a week. | | | | | | |
|  | **High-Level Project Description** | | | | XYZ Company wants a more professional website built for their emerging customer base within 3 to 6 months from the start of the project. | | | | | | |
|  | **Budget Summary** | | | | A chart of the hourly cost for each member of the project staff  A spreadsheet of the approximate hours per month each member of the project staff will work  Initial Budget Subtotal Estimate = $103,026 | | | | | | |
|  | **High-Level Requirements** | | | | * Interview key stakeholders of XYZ to document requirements * Analyze requirements to design and build a new website * Estimate the cost to analyze the requirements, design, build, test, implement, and maintain the XYZ website for five years * Complete the project charter, formally presented by ABC Web Designs to key XYZ stakeholders * Implement the final hosted website within 3 - 6 months of project launch date, ongoing support, and maintenance * Design XYZ Company About Page | | | | | | |
|  | **Overall Project Risks:** | | | | * After all the requirements have been thoroughly captured and understood, the project schedule may exceed the six-month target date for completion. * Changes in project staff may unexpectedly occur due to attrition requiring time to fill the position and transition the required work. * The wide area network and local area network have been recently unstable, with relevant upgrades being made by the service providers. This may cause further delays in the project schedule once it has been baselined. | | | | | | |
|  | Project Team | | | | | | | | | | |
|  |  | **Name** | | | | **Job Title** | | | **Telephone** | **E-mail** | |
|  | **Project Manager:** | Edward Barrera | | | | Project Manager | | | 111-111-1111 | edward.barrera@abcwebs.com | |
|  | **Core Team Members:** | Helen Peters | | | | Web Designer | | | 222-222-222 | helen.peters@abcwebs.com | |
|  |  | Jason Morris | | | | Senior Developer | | | 333-333-3333 | jason.morris@abcwebs.com | |
|  |  | Scott Fassett | | | | Senior Web Designer | | | 444-444-4444 | scott.fassett@abcwebs.com | |
|  |  | Cindy Lewis | | | | Consulting Analyst | | | 555-555-5555 | cindy.lewis@abcwebs.com | |
|  | Stakeholders *(e.g., those with a significant interest in or who will be significantly affected by this project)* | | | | | | | | | | |
|  | **Name** | | **Telephone** | | | | **E-mail** | | | | |
|  | Roger Wilson | | 666-666-6666 | | | | roger.wilson@xyz.com | | | | |
|  | Lisa Sellers | | 777-777-7777 | | | | lisa.sellers@xyz.com | | | | |
|  | Tom Kane | | 888-888-8888 | | | | tom.kane@xyz.com | | | | |
|  | Edward Speck | | 999-999-9999 | | | | edward.speck@xyz.com | | | | |
|  | James Pulliam | | 000-000-0000 | | | | james.pulliam@xyz.com | | | | |
|  | Carol Donners | | 123-456-7891 | | | | carol.donners@xyz.com | | | | |
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| **Summary Milestone Schedule** | | | | | | | | | | | |
| |  |  | | --- | --- | | **Milestone** | **Timeframe** | | Project launch | Two weeks from project charter acceptance | | Gather and finalize XYZ web requirements | Three weeks from the project launch date | | Draft design | Two weeks from finalizing requirements | | Final web design | One week from draft design completion | | Web development completion | Seven weeks from final web design | | Web user testing completion | Three weeks from development completion | | Live beta testing completion | Four weeks from user test completion | | Perform final updates from beta testing | Three weeks from completion of live beta test | | Go live | One week from performing final updates | | | | | | | | | | | | |
| **Project Success Criteria** *The project success criteria refer to measurable terms of what should be the outcome of the project that is acceptable to the end user, customer, and the stakeholders.* | | | | | | | | | | | |
| * The project is fully funded with contingency and management reserve allocations to address project risks and other potential unknowns. * Stakeholder assignments to the project are maintained and remain static. * Stakeholder responses to questions or data are responded to in a timely and efficient manner, not to exceed 24 hours. * Project team staffing remains stable and consistent throughout the project. | | | | | | | | | | | |
| **Project Exit Criteria** *Exit criteria are the criteria or requirements, which must be met before completing a specific task or a process. It is a predefined set of conditions that must exist before a unit of project work can be deemed, completed.* | | | | | | | | | | | |
| * No known issues will impact the start of the successor phase. * The project sponsor and project manager have fully signed off on the completion of the current phase. * Project performance has not exceeded a 10% threshold above the cost baseline for the current phase. * All required project staff to support the successor phase are fully available to support the successor phase schedule. | | | | | | | | | | | |
| **Assumptions** *List any assumptions that are believed to be true either through Experience or high-level Historical Data. A Project Assumption is stated without any empirical evidence. All Project Assumptions are potential risks. Assumption Analysis is one of the important techniques for Risk Identification. Project Assumptions should be well Documented and well Communicated.* | | | | | | | | | | | |
| * The project work schedule will be five days a week, excluding weekends and holidays. * Project work hours are between 8:00 AM and 5:00 PM daily. * Meeting rooms at the customer site are readily available for stakeholders on a regular or as-needed basis. * No overtime budget is available to cover project needs beyond what has been scheduled or to address unexpected delays. | | | | | | | | | | | |
| **Constraints** *List* a*ny conditions that may limit the project team’s options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).* | | | | | | | | | | | |
| * Project staff will not be able to work weekends or holidays to make up any schedule delays. * There are no current backfill opportunities for any of the currently assigned project staff. * Customer stakeholders assigned to provide information and data to project staff must be timely. There must be no delays beyond 24 hours in order to meet the baseline schedule requirements. | | | | | | | | | | | |
| Sign-off | | | | | | | | | | | |
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|  | | | | Name | | | | Signature | | | Date (MM/DD/YYYY) |
| Executive Sponsor | | | | Roger Wilson | | | | ***Roger Wilson*** | | | 01/11/2022 |
| Department Sponsor | | | | Tom Kane | | | | ***Tom Kane*** | | | 01/11/2022 |
| Project Manager | | | | Edward Barrera | | | | ***Edward Barrera*** | | | 01/11/2022 |

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| **Project Approval Requirements** *Project approval requirements (i.e., what constitutes project success, who decides the project is successful, and who signs off on the project* |
| * All measurable objectives are met * Project Approval Required Sign Off by the Project Sponsor and Project Manager   Project Sponsor – Tom Kane  Project Manager – Edward Barrera |