**Project Charter**

**<Date>**

**<Naas Operator>**

**<Project Name>**

**Project Authorization**

This Charter formally authorizes project <Project Name> to obtain <Information, Quote or Proposals> about <Scope Title>. A project plan for this <RFI, RFP or RFQ> will be developed and submitted to the Project Sponsor for approval. The project plan will include scope statement, schedule, financial plan and associated provisions. All resources will be assigned by the Project Sponsor, <Sponsor Name and Position >.

**Project Scope**

The purpose of project <Project Name> is to <provide summarized scope description>. This project meets <NaaS Opertor> need for <describe business need>.

The expected format of the agreement with the selected vendors is <time and materials, equipment supply, professional services or a turnkey end to end project>.

***Project Deliverables***

The project deliverables shall include the detailed <RFI, RFP or RFQ> document, an initial list of target vendors and a project completion timeline.

***Project Risk***

Risks to this project include deviation from the estimated timelines, misinterpretations on the project scope by targeted vendors and preselection of vendors unable to deliver the scope of work.

***Project Success Criteria***

Success will be determined by the Project Sponsor once RFx process is completed and the vendor responses have been received. The RFx project success does not imply the purchasing of products or services from the vendors, but the completion of the RFx process with adequate responses from the vendors.

**Project Manager**

The Project Manager, < Name and Position >, is hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with vendors, as required, to ensure successful and timely completion of the project. The Project Manager is responsible for developing the project plan, monitoring the schedule, cost, and scope of the project during implementation, and maintaining control over the project by taking corrective action as needed.

**Project Timeline**

The project plan will be submitted and approved in accordance with the schedule below. Upon approval of the project plan resources will be assigned to the project and work will commence within 5 business days. The Project Sponsor must approve any schedule changes which may impact the timeline. A detailed schedule will be included in the project plan. The high-level schedule is:

* Month, Day, 20xx – Initial Project Plan Complete and Approved
* Month, Day, 20xx – Designation of required resources (e.g. SME) Complete and Approved
* Month, Day, 20xx – RFx Project Team onboarding completed
* Month, Day, 20xx – RFx Document Completed and Approved
* Month, Day, 20xx – Target vendors identified
* Month, Day, 20xx – Invitation to target vendors submitted
* Month, Day, 20xx – Prequalification form submitted
* Month, Day, 20xx – Vendor queries responses completed.
* Month, Day, 20xx – Vendor pre-qualification completed. Final vendor list ready

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date:

<Project Sponsor Name>

<Project Sponsor Title>