Project Charter

For <<Project Name>>

Version 1.0

Please use this Project charter template to document the project initiation details, broad level expectations, stakeholders, cost benefit and approval.

This document contains instructions and examples which are for the benefit of the person writing the document and should be removed before the document is finalized.

Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| *Version #* | *Author* | *Date Modified* | *Remarks* |
| 1.0 | Syed Aijaz Haider |  |  |

## **Project Information**

|  |  |
| --- | --- |
| Project Name |  |
| Project Sponsor |  |
| Business / IT Unit |  |
| Type | New Initiative  Modification  MIS/Report  Application Replacement |
| Category (Strategic, Tactical, Regulatory, Operational Efficiency) |  |
| Budgeted / Non-Budgeted |  |

## **Business Need**

*Briefly describe the justification of project*

## **Scope**

## **Objectives**

*The objectives of the <Project Name> are as follows (examples below):*

* *Automated end to end solution for vendor onboarding and order management*
* *Electronic tracking of couriers*
* *[Add additional bullets as necessary]*

## **High Level Requirements**

*The following table presents the requireme**nts that the project’s product, service or result must meet in order for the project objectives to be satisfied.*

|  |  |
| --- | --- |
| **Req. #** | **Description** |
|  |  |
|  |  |

## **Strategic alignment**

*Briefly describe how the project is aligned with Organization’s mission and/or vision.*

## **Project Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Name** | **Department** | **E-mail** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## **Assumptions**

*List down assumptions that affect the requirements like equipment availability, human resource availability, funding, user expertise, etc. For example, a specific operating system is assumed to be available; if the operating system is not available, the Requirements Specification would then have to change accordingly.*

## **Constraints**

*Describe any items that will constrain the design options, including*

* Co-existence with existing application(s) / process(es)
* Audit functions (audit trail, log files, etc.)
* technical constraints
* system resource constraints (e.g., limits on disk space or other hardware limitations)
* human resource constraints (support is dependent on vendors or being dealt in-house)
* other design constraints (e.g., design or other standards, such as programming language or framework)

## **Cost Estimations**

Here is the breakup of cost:

*Mention all cost components that would be involved in reaching to the total estimated cost required to be approved for the project:*

|  |  |
| --- | --- |
| **Description** | **Amount (in PKR)** |
| Customizations |  |
| Hardware *(Server, storage, other device)* |  |
| Marketing |  |
| Contingency (10%) |  |

*Add line items as per project requirements*

## **Cost Allocation**

Cost code allocated for the project: *XXXXX*

Cost Allocation: *100% to Operations*

## **Cost Benefit Analysis**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Costing Analysis** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **TCO Analysis** | | | | | |
| **\*CAPEX** |  |  |  |  |  |
| Admin (premises, vehicles, others) |  |  |  |  |  |
| IT (hardware, software, others) |  |  |  |  |  |
| **\*\*OPEX** |  |  |  |  |  |
| HR - FTE |  |  |  |  |  |
| General (Rent, Advertising, legal, temp. resources, others) |  |  |  |  |  |
| **ROI Analysis** | | | | | |
| **Revenue** |  |  |  |  |  |
| **ROI** |  |  |  |  |  |
| **Payback Period ( in years )** | | | | | |

## **Sign Off**

The undersigned acknowledge they have reviewed the project charter and authorize and fund the *<Project Name>* project. Changes to this project charter will be coordinated with and approved by the undersigned or their designated representatives.

*[List the individuals whose signatures are desired. Examples of such individuals are President, Directors, Business Manager, Project Manager or Project Sponsor. Add additional lines for signature as necessary. Although signatures are desired, they are not always required to move forward with the practices outlined within this document.]*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Initiated by |  |  |  |
| Concurred by |  |  |  |
|  |  |  |
|  |  |  |
| Approved by |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## **Documents Enclosure**

|  |
| --- |
| Document Name |
|  |
|  |