**Project Charter**

**Template**

**Document Control**

**Document Information**

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| Document Id | *[Document Management System #]* |
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**Document History**

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**Document Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature©** | **Date** |
| Project Sponsor |  |  |  |
| Project Review Group |  |  |  |
| Project Manager© |  |  |  |
| Quality Manager  *(if applicable)* |  |  |  |
| Procurement Manager  *(if applicable)* |  |  |  |
| Communications Manager  *(if applicable)* |  |  |  |
| Project Office Manager  *(if applicable)* |  |  |  |

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# Project overview

// This section describes what the project sets out to achieve

## Vision

//Describe the overall vision of the project.

## Objectives

// List the key objectives of the project.  
  
//main objective

//Sub objectives

# 2. Scope

2.1 Intro

// **Define the scope of the project in terms of the business**

**// discuss about feasibility study**

*/\*Processes which will change*

*Organisational areas which will be affected*

*Locations which will be impacted on*

*Data which will be altered*

*Applications which will be installed and/or altered*

*Technologies which will be deployed and/or decommissioned*

***Work breakdown structure (WBS****)\*/*

## 2.2 Functionality

//include **functional and non-functional requirements**

2.2.1 Functional requirements

1. Login and registration

//explain

1. Home page

//explain

2.2.1 Non-Functional requirements

## Deliverables

//Highlight the key project deliverables in the following table (includes examples):

|  |  |  |
| --- | --- | --- |
| **Item** | **Components©** | **Description** |
| New physical premises | * New physical building * Interior fit-out * Telecommunications | * 1200 sq m premises near city centre with outdoor facilities, parking and signage * Open plan environment with 5 offices, 3 meeting rooms and a staff games room * Voice / data telecoms infrastructure and video conference facilities |
| New financial system | * Accounts payable module * Accounts receivable module * Payroll module | * A new system module which enables staff to quickly enter accounts payable transactions * A new system module which enables staff to quickly enter accounts receivable transactions * A new system module which enables staff to quickly enter payroll information |

# Duration

//Describe the approach to be taken to implement each of the phases within the project. (includes examples):

|  |  |
| --- | --- |
| **Phase** | **Approach©** |
| Initiation | Outline the method by which the project will be further defined, the project team appointed and the Project Office established. |
| Planning | Define the overall planning process to ensure that the phases, activities and tasks are undertaken in a co-ordinated fashion. |
| Execution | Describe the generic phases and activities required to build, test and implement the deliverables of the project. |
| Closure | Describe the steps required to release the deliverables to the business, close the project office, reallocate staff and perform a Post Implementation Review of the project. |

//Add grant chart using MS Project

## Milestones

// List the major project milestones and the required delivery dates.

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Date©** | **Description** |
| *Milestone Title* | *xx/yy/zz* | *Explain why milestone date is critical to business* |
|  |  |  |
|  |  |  |
|  |  |  |

## Dependencies / Predecessors

//List any project activities which:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Activity** | **Impacts on** | **Impacted on by** | **Criticality©** | **Date** |
| *Planned Activity* | *External Activity* | *External Activity* | *Low/Medium/High* | *xx/yy/zz* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Budget

//Add summary

// Summarize the project budget approved (within the Business Case) as follows: (includes examples)

|  |  |  |
| --- | --- | --- |
| **Category** | **Cost©** | **Value** |
| People | * Salaries of project staff * Contractors and outsourced parties * Training courses | *$ x*  *$ x*  *$ x* |
| Physical | * Building premises for project team * Equipment and materials * Tools (computers, cabling, phones…) | *$ x*  *$ x*  *$ x* |
| Marketing | * Advertising / branding * Promotional materials * PR and communications | *$ x*  *$ x*  *$ x* |
| Organisational | * Operational downtime * Short-term loss in productivity * Cultural change | *$ x*  *$ x*  *Describe* |

# Risk

// Summarize the most apparent risks associated with the project. (includes examples)

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Likelihood** | **Impact©** | **Mitigating Actions** |
| Inability to recruit skilled resource | Low | Very High | Outsource project to a company with proven industry experience and appropriately skilled staff |
| Technology solution is unable to deliver required results | Medium | High | Complete a pilot project to prove the full technology solution |
| Additional capital expenditure may be required in addition to that approved | Medium | Medium | Maintain strict capital expenditure processes during the project |

## 

## Issues

// Summarize the highest priority issues associated with the project. (includes examples)

|  |  |  |
| --- | --- | --- |
| **Description©** | **Priority** | **Resolution Actions** |
| Required capital expenditure funds have not been budgeted | High | Request funding approval as part of this proposal |
| Required computer software is only at ‘beta’ phase and has not yet been released live | Medium | Design solution based on current software version and adapt changes to solution once the final version of the software has been released |
| Council approval must be sought to implement the final solution | Low | Initiate the council approval process early so that it does not delay the final roll-out process. |

# Project Team/ Stakeholders

## Customers

// Describe the customers who will use the deliverables produced from the project.

|  |  |
| --- | --- |
| **Customer** | **Representative©** |
| *Customer Group* | *Customer Name* |
|  |  |
|  |  |
|  |  |

## Stakeholders

// List the key stakeholders for this project.

|  |  |
| --- | --- |
| **Stakeholder©** | **Interested in** |
| CEO | Alignment with company vision and strategy |
| Financial Controller | Alignment with company budget |
| Health and Safety Office | Alignment with health and safety standards |
| Government body | Compliance with legislation |
| Industry body | Compliance with codes of practice |

## Roles

// Identify the roles required to undertake the project. (Sponsor, Review Group, Manager, Team Members)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Organisation©** | **Resource Name** | **Assignment Status** | **Assignment Date** |
| *Role* | *Organisation* | *Person* | *Unassigned / Assigned* | *xx/yy/zz* |
|  |  |  |  |  |
|  |  |  |  |  |

## Responsibilities

// List the generic responsibilities for each role identified.

|  |  |
| --- | --- |
| **Role** | Responsibilities **©** |
| *Role* | *Organisation* |
|  |  |
|  |  |
|  |  |

# Assumptions

//Add assumptions

# Constraints

//Add constraints

**Format**

* Paper Size: A4
* Words: 1500 words
* Printing Margins: LHS; RHS: 1 Inch
* Binding Margin: ½ Inch
* Header and Footer: 1 Inch
* Basic Font Size: 12
* Line Spacing: 1.5
* Font Style: Times New Roman / Arial
* Referencing should be done strictly using Harvard system