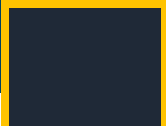


One Page IT Project Charter

This charter covers information technology project status including project title, starting date, ending date, business need, project scope, key deliverables, risk and issues, assumptions and dependencies, financial budget etc.



Project Title:	AMC Process Automation	Project Start Date:	Oct 1, 2025
Project Manager:	Ismael Colon	Project End Date:	Dec 10, 2025
Project Sponsor:	Carri Ropper	Project Lead:	[Your Name]

Business Need

The Administrative and Management Cost (AMC) team at the Florida Division of Emergency Management processes FEMA-related costs manually. This results in **inefficiencies, delays, and lack of visibility**. The project aims to automate workflows using **Jira** to improve accuracy, compliance, and transparency.

Project Scope

- Automate FEMA PA cost workflows in Jira.
- Create dashboards for performance and SLA monitoring.
- Train AMC team members and standardize SOPs.

Deliverables

- Jira board and automation setup.
- SOP documentation and SharePoint backups.
- Team dashboard for real-time tracking.

Risks and Issues

- Resistance to tool adoption.
- Data migration errors.
- Change management delays.

Assumptions/Dependencies

- Access to Jira Premium and SharePoint is secured.
- Team participation in user testing is guaranteed.

Financials

Budget to complete this project is **\$6,000** (tools, training, licenses).

Milestone Schedule

Milestone	Target Completion	Actual Date
Charter Approval	Oct 5, 2025	Oct 5, 2025
Jira Setup & Dashboard	Nov 5, 2025	-
Testing & Training	Nov 25, 2025	-
Final Review	Dec 10, 2025	-

Project Team

Project Team		Approval/Review Committee	
Project Manager:	Ismael Colon	Project Sponsor:	Carri Ropper
Team Members:	9 (AMC Analysts, Admins, Finance)	Business Lead:	[Add name here]
Total Members:	11	Finance Unit Head:	[Add name here]

I Key Achievement of Last Week

- **Finalized workflow mapping** and Jira configuration.
- Completed pilot dashboard testing with AMC team.

I Overall Status Outline

Status: On-Track

Progress: Completed 25%, On-Track 35%, Planned 40%

I Key Actions of Next Week

- Conduct team training and feedback sessions.
- **Finalize SOPs** and data backup protocol.

I Risks to be Highlighted

No.	Risk	Severity
1	User adoption challenges	Significant
2	Workflow automation testing delays	Mild