

PROJECT CHARTER

Project	<i>Project Name</i>		
Created By	<i>Created by whom?</i>	Start Date	<i>Project Start Date</i>
Project Sponsor	<i>Project Sponsor (e.g., Project Director from Customer side)</i>	End Date	<i>Project End Date</i>

Objective	<i>Clearly state the goals and objectives of the project. What is the project intended to achieve? What problem or need does it address?</i>		
Scope			
Deliverables	<i>Specify the tangible or intangible items, results, or outcomes that the project will produce. These should be clearly defined and measurable.</i>		
Stakeholder	<i>Identify, Clarify the roles and responsibilities of various stakeholders involved in the project, including project sponsors, team members, and external parties and mention as below:</i> <i>Stakeholder1 – Designation – Roles & Responsibilities</i> <i>Stakeholder2– Designation – Roles & Responsibilities</i> <i>Stakeholder3 – Designation – Roles & Responsibilities</i> <i>.</i> <i>.</i>		
Team Members with Roles and Responsibilities	<ul style="list-style-type: none"> ➤ <i>Executive Sponsor – Name of Employee – sponsor the project across the County.</i> ➤ <i>Project Champion – Name of Employee – oversee project and champion project with departments.</i> ➤ <i>Project Lead – Name of Employee – manage project on day-to-day basis.</i> ➤ <i>Project Team - Name of Employees – System Admin, Senior Business Systems Analyst, domain Information Officer, Organizational Development Manager</i> ➤ <i>Departmental Users – lend subject matter expertise for data gathering, analysis, and Recommendations, testing, process expertise and content management.</i> 		
Assumptions	<i>List any assumptions that have been made when defining the project scope. These are factors that are believed to be true but may need validation during the project.</i>		
Risk	<i>Identify potential risks and uncertainties associated with the project and describe how they will be monitored and mitigated.</i>		
Communication and Change Management	<i>Outline the communication channels, frequency, and methods that will be used to keep stakeholders informed about project progress.</i> <i>Describe the process for managing changes to the project scope. This includes how change requests will be submitted, evaluated, approved, and implemented.</i>		
Decision Making	<i>Ensuring that everyone involved has a clear understanding of what needs to be achieved and what the project's boundaries are. It also helps in making informed decisions</i>		
Schedule (High Level)	<ul style="list-style-type: none"> ➤ <i>Start Date: project start date</i> ➤ <i>End Date: project end date</i> ➤ <i>Major Milestones:</i> 		

	<div data-bbox="635 197 1283 268" data-label="List-Group"> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Project Team Identified- mm/dd/yy</i> <input type="checkbox"/> <i>Department Head and ITAC Meetings- mm/dd/yy</i> </div> <div data-bbox="533 268 890 302" data-label="Section-Header"> <p>➤ <i>Deliverable Check Points:</i></p> </div> <div data-bbox="628 304 1233 528" data-label="List-Group"> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Governance Plan- mm/dd/yy</i> <input type="checkbox"/> <i>Project Plan- mm/dd/yy</i> <input type="checkbox"/> <i>Testing Plan- mm/dd/yy</i> <input type="checkbox"/> <i>Change Management Plan- mm/dd/yy</i> <input type="checkbox"/> <i>Training Plan and Documentation- mm/dd/yy</i> <input type="checkbox"/> <i>Go Live with Pilot Department - mm/dd/yy</i> </div>
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