

Project Charter Template

Tanggal: 27 November 2025

PROJECT CHARTER

Template Dokumen Manajemen Proyek

1. Informasi Proyek

Item	Deskripsi
Nama Proyek	[Nama proyek]
Project Manager	[Nama PM]
Sponsor	[Nama Sponsor]
Tanggal Mulai	[DD/MM/YYYY]
Target Selesai	[DD/MM/YYYY]

2. Latar Belakang

Jelaskan konteks proyek:

- Kondisi saat ini (current state)
- Permasalahan yang dihadapi

- Peluang yang ingin dimanfaatkan
- Dampak jika proyek tidak dilakukan

3. Business Case

Kebutuhan Bisnis

- Kebutuhan regulator (OJK, BI)
- Kebutuhan nasabah
- Kebutuhan operasional

Benefit yang Diharapkan

Benefit	Tipe	Estimasi
Peningkatan revenue	Tangible	Rp [x] juta/tahun
Efisiensi	Tangible	[x]% pengurangan biaya
Kepuasan nasabah	Intangible	NPS +[x] poin

4. Tujuan dan Sasaran

Tujuan (Goals)

1. [Tujuan 1]
2. [Tujuan 2]
3. [Tujuan 3]

Sasaran SMART

Specific, Measurable, Achievable, Relevant, Time-bound

5. Ruang Lingkup

In Scope

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

Out of Scope

- [Item yang tidak termasuk 1]
- [Item yang tidak termasuk 2]

Constraints

- Budget: Rp [xxx] juta
- Timeline: [xx] bulan

- Resource: [xx] FTE

6. Stakeholders

Nama	Role	Kepentingan
[Nama]	Sponsor	Tinggi
[Nama]	Product Owner	Tinggi
[Nama]	SME	Sedang

RACI Matrix

Aktivitas	Sponsor	PM	Dev
Approve Budget	A	R	-
Requirements	I	A	R
Development	I	A	R
Go-Live	A	R	C

R=Responsible, A=Accountable, C=Consulted, I=Informed

7. Timeline & Milestones

Milestone	Target	Deliverable
Kickoff	[Date]	Kick-off meeting
Requirements	[Date]	SRS approved
Design	[Date]	HLD/LLD approved
Development	[Date]	Features complete
UAT	[Date]	UAT sign-off
Go-Live	[Date]	Production deploy

8. Budget

Kategori	Rp Juta
Human Resource	[xxx]
Vendor	[xxx]
Infrastructure	[xxx]
Software/License	[xxx]
Training	[xxx]
Contingency (10%)	[xxx]
Total	[xxx]

9. Risk Assessment

Risk	Impact	Prob	Mitigation
Resource unavailable	H	M	Early booking
Scope creep	H	H	Change control
Vendor delay	M	M	Monitoring
Technical issues	H	L	POC first

10. Approval

Role	Nama	TTD	Tanggal
Sponsor			
PM			
Business Owner			

Appendix: Glossary

Term	Definition
UAT	User Acceptance Testing
SRS	Software Requirements Spec
HLD	High-Level Design
LLD	Low-Level Design
POC	Proof of Concept
FTE	Full-Time Equivalent