**Project Charter  
Project Code/TRILOEDIT  
Trilogue editor**

**Purpose:**

Formally authorise the existence of project ‘TRILOEDIT' and provides the Project Manager with the authority to apply the organisational resources to project activities.

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# Project Information

Project not included in a Programme.

Project included in the Programme: e-Parliament.

## Business standpoint

Short summary in the following chapters or reference to the Business Case/Business Requirements or Project Mandate - see ch. 3.3. All the Business requirements are stored in the Business Requirements file.

### Vision - Description

The project aims at creating a structured editor to manage and exchange the information and content negotiated between the Parliament and the Council during Trilogue meetings.

### Business Objectives and Benefits

An objective is a target or metric that a person or organisation seeks to meet in order to progress towards a goal. Objectives and Benefits are normally described in the **Business Case**.

| **N°** | **Business Objective (BO)** | **P/S[[1]](#footnote-1)** | **Description** | **Related Benefits** | **Type** |
| --- | --- | --- | --- | --- | --- |
| [BO-1] | Offering a more effective and powerful editing and management environment for the Trilogue Tables content used throughout Trilogue meetings. | P | Develop and deliver a structured editor to manage the information and content negotiated between the Parliament and the Council during the Trilogue meetings | Draft, edit and verify the Trilogue Tables content in a more performant and rich environment freeing the users of the technical burdens and limitation of the current MS Word file based solution.  Proposed modifications will be available in structured content with dynamic mapping of the Commission proposal, the EP mandate and the Council mandate. User selectable mark-up of changes.  Increased and explicit access control to the content following “can see/can edit” access right paradigm to securely share the trilogue tables inside the EP.  History of changes through versioning, powerful marking, grouping and filtering of information | DNM |
| [BO-2] | Streamline the workflow and exchange of information and content between EP and Council using a collaboration platform | P | The structured editor will facilitate the exchange of the trilogue table content. | EP users will have the possibility to exchange the content related to Trilogue meetings with the Council couterparts in a controlled and secured way eliminating the need to use email exchanges, the manual maintenance and the file based versioning of the exchanged content.  Whenever appropriate, EP users will be receiving from the Council counterparts the updated versions of a Trilogue Table content in the new environment. Content received in this way wll be versioned and readily available in the new editor and functionalities like version diffing and filtering of changed content will greatly improve the management and processing of the received content. | DMN |
| [BO-3] | Reduce the manual interventions in generating the initial version of the trilogue table | S | Reuse of the structured content of the source mandates which is the base of the negotiations which is managed through AT4LEX, AT4AM and DST applications. | Less user errors, resource and time efficiency for the generation of the Trilogue tables | DMN |
| [BO-4] | Provide the building blocks and the operating environment to deliver the solution to streamline the pre-adoption finalization process | P | After an agreement is reached in the trilogue meetings, EP DLA and Council DQL enter the process of pre-adoption finalization which will result in the final consolidated text of the agreement. | A separate e-Parliament project will be dedicated to automate and streamline the pre-adoption finalization process making use of the platform environment prepared for the Trlogue table solution. | IN |

**Benefit Type:**

* **DM**: Direct Monetary benefits (measurable);
* **DNM**: Direct Non-Monetary benefits (measurable);
* **IN**: INdirect benefits (not measurable).

## IT standpoint

### Project purpose and Justification

The project aims at creating a structured editor leveraging the use of XML4EP schema as a standard for content drafting, management and exchange between the EP and the Council.

### Project Objectives

Only this set of measurable objectives able to be implemented during the project execution is retained. All the stakeholders have agreed about these Project Objectives.

| **Project Objectives - Description** | **Related BOs** | **Resp. Name (cf.2.1)** | **Success criteria** |
| --- | --- | --- | --- |
| Development of a dynamic four column editor based on the XML4EP schema | BO-1, BO-3 |  | Create Trilogue tables importing existing and storing new content in PURE-XML repository.  Provide a user-friendly presentation of the XML content and an intuitive way to retrieve, modify and manage the content |
| Management of the exchange of the XML content between EP and the Council | BO-2 |  | Provide an interinstitutional collaboration platform for the exchange of XML content between EP and the Council |
| Capitalize on the existing assets to reduce the time to market and the project development and maintenance cost. | BO-1, ... |  | Extent of re-use of e-Parliament software infrastructure components (PURE-XML, DM-XML, Check spelling service, Diffing Service, at4lex Simple Editor, ...).  Adoption of available components suitable for interinstitutional information exchanges (e-trustX, ...) |
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## Lifecycle

: Lifecycle for a Low Risks project

: Lifecycle for Medium Risks project

: Lifecycle for High Risks project

: Other, describe ………….

## Quality Assurance

The Quality Assurance Manual (**MAQ**)[[2]](#footnote-2) is applicable:

**Any exclusion or derogation of the MAQ should be clarified and justified in the Chapter(s) of the Scope and Project Management Plan (SGP).**

## High level Risks, Assumptions, Dependencies, Constraints

### Risks

Committed resources in both EP and Council (Business and Technical resources and IT infrastructure).

Experience with similar collaboration project between the two institutions.

Availability of highly skilled resources for such a technically challenging project.

Implementation synchronization between the EP and Council.

Technical constraints dictated by the two institutions IT policies may hinder the feasibility and compatibility of the solutions.

### Assumptions

Pre-project analysis and definition is agreed by both EP and Council

Common exchange format of the Trilogue Table content is commonly specified and agreed between EP and Council

Common transport platform for the Trilogue Table content is specified and agreed between EP and Council

### Dependencies

Dependencies at the technical, functional, business and organizational level highly derive from the collaboration form and project structure jointly defined and agreed by EP and Council.

### Constraints

Constraints at the technical, functional, business and organizational level highly derive from the collaboration form and project structure jointly defined and agreed by EP and Council.

The European Council and the EP will synchronize the delivery of their implementations. The lack of readiness of one of the parties would hinder the delivery of the project value.

## Budget: Order of magnitude

In Euros:

|  |  |
| --- | --- |
| Budget **≤** 100 000 |  |
| 100 000 **<** Budget **≤** 300 000 |  |
| 300 000 **<** Budget **≤** 500 000 |  |
| 500 000 **<** Budget **≤** 1 000 000 |  |
| Budget **>** 1 000 000 |  |

## Workload: Order of magnitude

In days:

|  |  |
| --- | --- |
| **≤** 100 |  |
| 100 **<** Workload **≤** 200 |  |
| 200 **<** Workload **≤ 500** |  |
| 500 **<** Workload **≤ 10**00 |  |
| **>** 1 000 |  |

## Initial environment request (optional)

If **needed** and to get an initial environment, please:

* Check this box: ;
* Draft the **IER** document (xxxxx\_IER\_EN.doc) available on the Standards Unit website;
* Transmit all the "Pre-Project" phase documents to [PMQcc](mailto:METHODS-PMQCC@europarl.europa.eu) cell.

# project Organisation

## EP Steering committee Team

| **Project Role** | | **Name/Initials** | | **EP Position[[3]](#footnote-3)** | **DG or Company** |
| --- | --- | --- | --- | --- | --- |
| **Business** | Sponsor | Steen EILERTSEN |  |  |  |
| Project Owner | Steen EILERTSEN  Sarah BLAU |  | Director  HOU | DG ITEC  DG IPOL |
| Key user | ??? |  |  |  |
|  |  |  |  |  |
| **IT** | Project Manager | Gianluigi ALARI |  | Official | DG ITEC |
| Projects head of Service | Olivier LEBOEUF |  | HoS | DG ITEC |
| Project Delivery Manager | Georgios KOUKLAKIS |  | Consultant | DG ITEC |
|  | Business Analyst | Michal FEHERPATAKY |  | Consultant | DG ITEC |

## Other key stakeholders

| **Role** | **Name** | **Email Address** |
| --- | --- | --- |
| Contractor |  | **[contract reference]-[project]@[contractors domain][[4]](#footnote-4)** |
|  |  |  |

## CarAp reference (Applications Map)

From the beginning of any new application development project, the application has to be designed into the ARIS modelling repository. **An Application Owner (AOw) and an Application Responsible (ARES) have to be appointed (For more information about these roles, see** [**Vos Indispensables**](http://www.standardsnet.ep.parl.union.eu/standards/cms/Accueil/preconisations/methode-bpm) **- Glossaire).**

* The **Application Owner (AOw):**

| **Application name** | **Application Owner (BUSINESS)** | **DG/Unit/Service** | **Application referenced** | **Model Release** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

* The **Application Responsible (ARES)**:

| **Application name** | **Application Responsible (IT)** | **DG/Unit/Service** | **Application referenced** | **Model Release** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

**If an application is not referenced in the ARIS modelling repository you need to define it using the ACR workflow provided in ARIS. If you do not have access, please request access to the** [**BPMCC cell**](mailto:METHODS-BPMCC@europarl.europa.eu)**. More information can be found** [**here**](http://www.standardsnet.ep.parl.union.eu/standards/webdav/site/main/groups/Cellule-MAEL/public/Workshops/CARAP_WO_Global_EN_v2a.pdf)**. Once the CarAp models are available, copy and paste the CarAp level 3 here below.**

**If an application is already referenced within the ARIS modelling repository but models are not up-to-date, you need to modify and update the models using the ACR workflow provided in ARIS. If you do not have access, please request access to the** [**BPMCC cell**](mailto:METHODS-BPMCC@europarl.europa.eu)**.**

## ADA reference (Annuaire des Applications)

From the beginning of any new application development project, a card into ADA has to be created. This card has to be completed by one of the members of the IT project team.

| **Application** | **Application referenced** | **Release** | **Date** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

# Annex - Document control

## Circulation

| **DG or Company** | **Role** | **Name/Initials** | | **RACI[[5]](#footnote-5) code** |
| --- | --- | --- | --- | --- |
|  | BUSINESS-Sponsor |  |  | **A** |
|  | BUSINESS-Project Owner |  |  | R |
|  | BUSINESS Analyst |  |  | C |
|  | IT-Project Manager |  |  | C |
|  | Data Protection Officer[[6]](#footnote-6) (DPO) |  |  | I |
|  | Key User |  |  | I |
|  |  |  |  |  |

By approving this document (''**A"** in the column "**RACI**"), key project stakeholder approves its content and commits to provide necessary resources required to execute the project within the scheduled timeframe. Any changes to the project charter (or any document related to PMM4EP) require an official change request to be submitted to the project manager and subsequently approved by all key project stakeholders.

## Change history

| **Version number[[7]](#footnote-7)** | **Status[[8]](#footnote-8)** | **Date** | **Initials** | **Summary of changes** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

## Applicable documents

Applicable documents are standards, specimen plans which need to be applied and whose application is verifiable.

| **N°** | **Document name** | **Description[[9]](#footnote-9)** |
| --- | --- | --- |
| [1] | Business Case/ Business Requirements | Outcomes of the Business Analysis |
| [2] | Project Mandate | [PMM4EP Templates](http://www.standardsnet.ep.parl.union.eu/standards/cms/Accueil/preconisations/P_Methodologie/templates_pmm4ep) |

## Reference documents

Reference documents are a help or a support but are not directly applicable (e.g. software reference manuals, sample files from outside firms, meeting papers).

| **N°** | **Document name** | **Description** |
| --- | --- | --- |
| [1] | Project Governance Guide | [PMM4EP Guide](http://www.standardsnet.ep.parl.union.eu/standards/cms/Accueil/preconisations/P_Methodologie/guide-procedure) |
| [2] |  |  |

## Glossary

| **Abbreviation** | **Description** |
| --- | --- |
| CHP | Project Charter |
| PMM4EP | Project Management Method for European Parliament |
|  |  |
|  |  |

## Usage conventions

Where a chapter or section is not considered to be applicable, put "**NOT APPLICABLE"**. Feel free to insert new sections (chapter, paragraph) as needed.

**Click on the Show/Hide  button in the toolbar to display/hide guidance.**

Guidance displayed.

1. **P**: Primary, **S**: Secondary [↑](#footnote-ref-1)
2. The **MAQ** is available on the [**Standards.net**](http://www.standardsnet.ep.parl.union.eu/standards/cms/Accueil/preconisations/P_Methodologie) - Topic "Vos Indispensables" [↑](#footnote-ref-2)
3. E.g.: Director, Head of Unit, etc. [↑](#footnote-ref-3)
4. Example: [ITS08-SampleProject@Companyname.com](mailto:ITS08-SampleProject@Companyname.com). [↑](#footnote-ref-4)
5. **R**: Responsible, **A**: Approval, **C**: Contribution, **I**: Informed [↑](#footnote-ref-5)
6. The role of the **DPO** is to ensure that the institutions and bodies comply with their obligations with regard to protection of personal data. If relevant, contact: [**data-protection@europarl.europa.eu**](mailto:data-protection@europarl.europa.eu) [↑](#footnote-ref-6)
7. Naming convention: Procedure 'Program & Project naming convention' [↑](#footnote-ref-7)
8. Status: Draft, Final, Approved [↑](#footnote-ref-8)
9. Description: Note, summary, link, etc. [↑](#footnote-ref-9)