Project Charter

# 1. Project Overview

This project charter formally authorises the Windows 10 to Windows 11 laptop migration project. The project aims to migrate 800 staff laptops to Windows 11 to ensure continued support, improved performance, and compliance with modern security standards.

# 2. Project Objectives

- Successfully migrate 800 corporate laptops to Windows 11 by Nov 25.  
- Ensure all critical applications are compatible and tested prior to rollout.  
- Minimize downtime and disruption to end users.  
- Implement a phased rollout approach with a pilot group followed by wider deployment.  
- Provide post-migration support and feedback channels.

# 3. Scope Statement

In Scope:  
- Hardware readiness assessments  
- Application compatibility testing  
- Pilot deployment and feedback  
- Full migration rollout  
- End-user communication and support  
  
Out of Scope:  
- Desktop PCs and BYOD devices  
- OS upgrade for unsupported hardware

# 4. Key Stakeholders

- CIO Joe Bloggs  
- Lead Project Manager  
- IT Operations Team  
- Security Team  
- Business Unit Representatives  
- End Users

# 5. Major Milestones

- Project kickoff: TBC  
- Pilot group migration complete: TBC  
- Full deployment start: TBC  
- Project close-out and lessons learned: TBC

# 6. High-Level Risks

- Application compatibility issues  
- Hardware not meeting Windows 11 requirements  
- User resistance or lack of training  
- Delays in vendor support or procurement

# 7. Project Approval

Sponsor Name: Joe Bloggs

Title: CIO

Signature: JOEEEEE

Date: 12/07/2025