

ICT Project Charter

1. Project Title

Cloud Migration for Payroll System

2. Project Purpose / Business Case

The current payroll software is outdated, slow, and costly to maintain. Migrating to a secure cloud-based system will improve efficiency, reduce operating costs, and ensure compliance with Australian payroll regulations.

3. Objectives

- Migrate payroll system to cloud within 6 months.
- Achieve 99.9% system uptime after deployment.
- Train 100% of HR staff within 2 weeks post go-live.

4. Scope

- In Scope: Cloud setup, data migration, system integration, staff training.
- Out of Scope: Development of custom payroll features not included in vendor package.

5. Deliverables

- Configured cloud payroll system.
- Migrated and validated employee payroll data.
- User training sessions and support documentation.

6. Stakeholders

- Project Sponsor: Chief Financial Officer (CFO).
- Project Manager: ICT Lead.
- End Users: HR staff and Payroll officers.
- Vendor Partner: Cloud Payroll Solutions Pty Ltd.

7. Project Team Roles & Responsibilities

Role	Responsibility	Assigned To
Project Manager	Overall coordination & reporting	Jane Smith

ICT Specialist	Cloud setup & migration	IT Department
HR Manager	End-user requirements & training support	John Nguyen
Vendor Consultant	System configuration & support	Vendor Team

8. Timeline / Milestones

- Month 1: Requirements gathering & vendor selection.
- Month 2–3: Data migration testing.
- Month 4–5: Training & integration.
- Month 6: Final go-live & post-launch support.

9. Budget

- Vendor license: \$20,000
- Training: \$5,000
- IT resources: \$15,000
- Total Estimated Cost: \$40,000

10. Risks & Mitigation

- Risk: Data loss during migration.
Mitigation: Perform full system backup prior to migration.
- Risk: Staff resistance to new system.
Mitigation: Early training sessions and change champions.
- Risk: Downtime during go-live.
Mitigation: Schedule rollout during off-peak payroll cycle.

11. Success Criteria

- Payroll system live by deadline.
- Zero critical errors in first payroll cycle.
- 95%+ staff satisfaction from HR user survey.
- Compliance with Fair Work and tax regulations.

12. Approval

- Project Sponsor (CFO): _____
- Project Manager (ICT Lead): _____
- Date: _____