

Project Charter

Project Name:
Project Sponsor:
Prepared By:
Date:
Project Contact:
Task Code from ITPP:

Guidelines: This form is to be completed as part of the Project Justification Package (which also includes the Project Work Plan: Project Justification Stage, Risk Analysis, Cost Benefit Analysis and Executive Summary).

The Project Charter updates information in the Preliminary Project Evaluation and provides more detail for the project.

Note: This 'Guidelines' section can be deleted from the Project Charter.

1. Project Scope

Items within Project Scope

Clearly define the boundaries on the project. Describe the major activities of the project in as much detail as available. This section may also include the high-level business and technical requirements.

Items out of Project Scope

Include items that are not in the scope of this project. If this is a multi-phased project, indicate items that are not included in this phase of the project.

2. Project Objectives

Business Objectives

Describe the business benefits that are expected as a result of this project.

Project Goals

Identify the tangible and measurable project outcomes and the method by which the goals will be measured.

Goal/Desired Outcome	Metric by which Outcome will be Measured	Method of Measurement

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3. Project Deliverables

Identify the major deliverables that will be produced during this project. This list should include standard deliverables and deliverables which are specific to this project. Some sample deliverables may include: Process Model; Entity Relationship Diagram; Final Data Model; Prototype; Forms Design; Test Plan; Training Plan; Data Base Design; Disaster Recovery Plan; Development Environment; Tested System Components; System Procedures; User Manuals.

Deliverable Name	Brief Description	Due Date

4. Project Resources

Budget

Identify the budget in hours of work effort and calculate the cost. Include additional costs such as hardware, software, facilities, contracts, etc. as appropriate. Identify the budget expenditure plan, and methods and mechanisms for measuring budget variance.

Personnel Resources

Identify the project sponsor, project manager(s), primary IT and division contacts. Indicate any updates to project staffing requirements as documented in the Preliminary Project Evaluation. Clearly define vendor and state staff responsibilities, if applicable. Be specific to the name level when possible, particularly for key resources. Include a project organization chart, if available.

Technology Resources

Identify the technology hardware and software requirements for completing the project. This should include the technology supporting project activities and technology to be implemented as a part of the project, if known.

Technology	Available In House?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No

Facility Resources

Identify any facility related requirements for supporting project activities.

Other Requirements

Identify any additional requirements that are unique to this project.

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5. Relationship with Other Projects

Identify projects, plans, and initiatives that have an impact on, or are affected by, the project. Projects may include initiatives with other state agencies or partners.

Other Project Name	Impact Description	ITPP Task Code (if available)

6. High Level Project Timeline

High level project dates are found in ITPP; project #

7. Communication Plan

A Communication Plan consists of the necessary messages for both internal and external project stakeholders. Some questions that a communication plan answers are: Who needs information? What information is needed? How often is the information needed? How should the information be distributed? When should the information be delivered?

Also, document how quality is communicated to all relevant stakeholders. Samples are in italics.

Message	Responsibility	Communication Vehicle	Stakeholder/ Audience	Timeframe/ Due Date
<i>(Sample) Announcement of upcoming system changes that will impact each DWD employee – introductory ('head's up') message.</i>	<i>Project Sponsor</i>	<i>All Employee Email message</i>	<i>All DWD Employees</i>	<i>At completion of Requirements Gathering</i>
<i>(Sample) Introduction of project goals, objectives, work plan, budget, timeline and organizational structure.</i>	<i>Project Sponsor</i>	<i>Kick Off meeting</i>	<i>Project Team</i>	<i>Upon notification of project acceptance by CIO/ITSC</i>

8. Assumptions

Document any assumptions made in creation of the details contained in the rest of the Project Charter and the plan for verifying that the assumptions are still valid throughout the lifecycle of the project. Key assumptions may prove false and should therefore be monitored as risks in the Risk Analysis Plan with appropriate mitigation strategies outlined.. Any Cost/Benefit related assumptions should be detailed in the Cost/Benefit Analysis.

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Process Evaluation – The following section is intended to elicit your feedback on the tools used to capture information within the IT Investment Process. Your comments will be used to evaluate the effectiveness of the process and tools from the participant's perspective and to identify opportunities for improvement. Please take a few minutes to complete this section when you have completed the rest of the tool. Your feedback is greatly appreciated.

How long did it take you to complete this form?

Did the effort help you in evaluating/planning/managing the project?

What suggestions do you have for changes?