

PROJECT CHARTER

TEMPLATE

GM-09-003.01

PURPOSE OF THE PROJECT CHARTER

A Project Charter is a statement of the scope, objectives and participants in a project. It provides a preliminary delineation of roles and responsibilities, outlines the project objectives, identifies the main stakeholders, and defines the authority of the project manager.

It is usually a short document that refers to more detailed documents such as a business case, scope statement, requirements and project management plan.

The purpose of the project charter is to document:

- Reasons for undertaking the project
- Objectives and constraints of the project
- Directions concerning the solution
- Identifies the main stakeholders



The following section is a template that can be used to create the charter.

PROJECT CHARTER FOR _____






1. General Project Information - *Creator fills in the information in this column*

 Project Name (and Initiator)	<i>Insert the project name, APR number, and initiator name.</i>
 Executive Sponsor (required)	<i>Insert the name of the executive sponsoring the project. In general, this person must be a decision-maker with the authority to commit department resources.</i>
 Business Owner (optional)	<i>Insert the name of the business owner. In general, this person must be a decision-maker with the authority to commit department resources.</i>
 Project Manager(s) (required)	<i>Insert the name of the individual assigned by the performing organization to achieve the project objectives.</i>
 Program Manager (required)	<i>Insert the name of the individual managing the program that this project supports.</i>
 Project Scope (required)	<i>This section will give definition to the project explaining its purpose and business justification.</i>
 Project Duration (required)	<i>Insert the time from project start date through to project finish date.</i>
 Is this an Enterprise Project? (Yes/No)	<i>If this project will impact more than one agency then it is considered to be Enterprise in scope. Special project selection and oversight provisions may apply.</i>
 Introduction (required)	<i>Provide a short paragraph of necessary contextual information which a reader needs to know in order to understand the project. This can take the form of background/introductory information or an executive summary.</i>
 Project Goals and Objectives (required)	<i>A project goal is a clear expression of the project's target or direction. A project objective is a measurable statement of a particular desired outcome of the project.</i>
 Stakeholders (Other than those listed above) Name/Agency (optional)	<i>List any individuals from all other departments who have a primary interest in the project.</i>

2. Project Scope

 Deliverable Scope (required)	<i>Deliverable scope refers to the deliverables that the project will produce. They should be based on the project goals and objectives, and should be the minimum set necessary to achieve those goals and objectives.</i>
 Financial Scope (required)	<i>Financial scope identifies the funding source; defines the cost constraint on the project; estimates implementation costs; and defines value to the enterprise.</i>

2. Project Scope

 Clear Statement of What This Project Will <u>Not</u> Include (optional)	<i>For example, "Phase 1 of the Business Continuation Plan project will include an analysis of how best to backup and secure all data held on servers, but will not include consideration of data held on user systems such as laptops."</i>
 Project Milestones (optional)	<i>Proposed start and end dates for Project Phases (e.g., Inception, Planning, Construction, Test & Deployment) and other major milestones.</i>
 Major Known Risks (optional)	<i>Risk is anything that could cause the project to fail. Risks can be internal (things that the Project Team can control – e.g., lack of expertise) or external (outside of the organization's control – e.g., vendor cannot deliver equipment in time).</i>
 Constraints (optional)	<i>Project constraints include anything that may limit the project team's ability to complete the project successfully. Typically constraints relate to resources (money), personnel, or schedule.</i>
 Project Strategy (optional)	<i>How does this project fit in with the organization's long-term strategy?</i>

This Template is based on the best practices recommendation of the Project Management Institute.