

<Project Name>

Project Charter

**Version <Type Version #>**

**Date:**

**My signature indicates approval of this Project Charter.**

**Prepared by:**

Project Manager

**Approved by:**

Project Sponsor

**Approved by:**

Agency CIO

**Approved by:**

Executive Sponsor

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**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
| <MM/DD/YYYY> | <0.00> | <Type brief description here> | <First Initial & Last Name> |
|  |  |  |  |

**Template Overview and Instructions:**

The Project Charter is the first document to be completed in initiating a project. It formally authorizes work to begin on the project and links the project to ongoing work in the organization. This is a required deliverable in the Planning Phase of the Systems Development Life Cycle (SDLC).

## Purpose/Project Justification

<Describe the purpose of the project,requirements the project should address and describe the agency justification for conducting this project>

## Scope Statement

<Describe your project, scope of work (include what the work entails and how it will meet your goals) and clearly define the boundaries of your project.>

## Objectives and success criteria

<Outline the intended goals and expected outcomes of the project and the projected impact to the agency. Describe each objective using measurable success criteria, such as anticipated productivity improvements, cost reduction, improvements in business processes, citizen support, revenue enhancements, technical efficiencies, etc. The stated objectives will become the basis for the acceptance criteria.>

## Project Assumptions and/Or Constraints

<Describe any constraints and assumptions that are currently known about the proposed project. These constraints and assumptions may include regulatory or legislative requirements, funding limitations, sunset dates, etc.>

Assumptions

Constraints

## Preliminary Risk Statement

<List and describe any risks that can be identified. Consider the project constraints and assumptions to help identify potential risks. Include known risk mitigation strategies. Risks and mitigations strategies may be in bulleted lists.>

* <Risk>
* <Risk>

## Milestone Schedule

<List projected project milestones and their forecasted milestone completion dates. Milestones dates may align to projected release planning for incremental delivery. This schedule is of preliminary nature only. Once the project has been approved to move forward a comprehensive Microsoft Project Plan, or similar Agile related artifact will be developed.>

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Milestone Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Estimated Budget

<Detail the current estimated costs to conduct the project and identify the source of funding. Add any additional categories to the table below as needed.>

The forecasted budget for the <Project Name> project is $<Amount>. It is to be funded through <Funding Source/Budget>. This forecasted amount will be adjusted during the Planning Phases to derive a more precise budget.

|  |  |
| --- | --- |
| **Rough Order of Magnitude (ROM) Item** | **ROM Estimate** |
| **Software** | $ |
| **Contractor Resources** | $ |
| **Hardware Purchases** | $ |
| **Operation and Maintenance Support Expenses** | $ |
| **Oversight Project Management** | $ |
| **Independent Verification and Validation** | $ |
| **<Other- describe here>** | $ |
| **Total ROM Budget Estimate** | $ |

## Key Stakeholders

<Provide the names of key stakeholders and their roles i.e., members of the leadership team, internal and external stakeholders, etc.>

## Project Resources

<Provide a matrix that reflects the names of project resources or an org chart which includes their roles and responsibilities.>

## Project Governance Requirements

<Describe how the project will be managed and overseen, who decides the project is successful, and who signs off on project progress, changes, and completion. It is not necessary to provide named resources at this point. Sample project governance requirements are provided in the paragraph below.>

Example: This project shall be internally managed by the Project Manager with direct oversight from the Steering Committee. The Steering Committee is chaired by the Project Sponsor and comprises selected stakeholders. The Project Manager will report the project status to the Steering Committee and present issues, options, and recommendations to the Steering Committee for authorization.

## Project Management

<Describe project management responsibilities and the authority granted to the Project Manager. Sample project management responsibilities are provided in the paragraph below.>

Example: The Project Manager < Project Manager Name> is hereby authorized to interface with the Project Sponsor, Executive Sponsor, and Steering Committee as required, negotiate for resources, delegate responsibilities within the scope of the project, and to communicate, as required, with all team members, contractors, and management to ensure timely and successful completion of the project. The Project Manager is responsible for developing the program increment or release schedule, Microsoft Project Plan, managing the schedule, cost, and scope of the project, measuring performance, and taking corrective action.