

Project Charter Template

	<p>NOTES</p> <ul style="list-style-type: none"> ▪ Not all the sections listed here may be needed on a particular project. There may also be items you need to include that are not included here. ▪ Many of these items listed will be visited in more detail when you start planning. The objective of the charter is to document the information as it is known at the <u>beginning</u> of the project.
A	<p>PROJECT OVERVIEW</p> <p>Description of what the project is all about</p>
B	<p>SCOPE OF WORK / PROJECT DESCRIPTION</p>
	<p>i. OBJECTIVES</p> <p>What do you hope to achieve by executing the project?</p>
	<p>ii. DELIVERABLES</p> <p>What will the project actually produce? These should be <u>measurable</u> items</p>
	<p>iii. HIGH LEVEL REQUIREMENTS OR SPECIFICATION</p> <ul style="list-style-type: none"> ▪ For each listed deliverable, what are their specifications
C	<p>HIGH LEVEL TIMELINE</p>
D	<p>BUSINESS CASE</p> <ul style="list-style-type: none"> ▪ Is the investment for this project worthwhile? Why so?
E	<p>INITIAL IDENTIFIED STAKEHOLDERS</p> <ul style="list-style-type: none"> ▪ What other stakeholders have already been identified? Include contact information if possible.
F	<p>ASSUMPTIONS</p> <ul style="list-style-type: none"> ▪ What high-level assumptions have already been made about the project?
G	<p>COMMUNICATIONS</p> <ul style="list-style-type: none"> ▪ What will be the main channels of communications? Do you anticipate any communication problems that should be clarified here? How often will the team meet?
H	<p>RISKS</p> <ul style="list-style-type: none"> ▪ What are main high-level risks that have already been identified?
I	<p>DECISION MAKING PROCESS</p> <ul style="list-style-type: none"> ▪ What will be the decision-making process (es) for the project?
J	<p>ASSIGNED PROJECT MANAGER</p> <ul style="list-style-type: none"> ▪ His / her name and authority level
K	<p>ESTIMATED BUDGET</p> <ul style="list-style-type: none"> ▪ The proposed budget for this project as done by the client
L	<p>ENTERPRISE ENVIRONMENTAL FACTOR (EEF)</p> <ul style="list-style-type: none"> ▪ Are there any factor(s) required to be met by this project? List them
M	<p>NAME / SIGNATURES OF SPONSOR</p> <ul style="list-style-type: none"> ▪ This document MUST be signed by the sponsor or those authorizing it.

Class Work: Match the statements below with the appropriate headings in a Project Charter

1. The proposed project will provide a compendium of research projects that GAP conducted in 25 countries around the world. Having a catalogue of the projects that can be searched by country, technical area, and other variables will allow staff to share information more efficiently and effectively across countries.
2. The objectives are as follows. To:
 - Capture project information for GAP research projects
 - Be able to track the project status;
 - Be able to associate project outcomes with projects;
3. The estimated budget for this project is \$ 13million.
4. Major Deliverables

Major Deliverable	Deliverable Description
Project Management Plan	Provides the stakeholders with risk, issue and other project information related to their project
Project Schedule	Provides the stakeholders and project team with an understanding of tasks to be completed and timeframes associated with those specified tasks
Requirements Review	Walkthrough conducted by Business Analyst to achieve approval from Business as to th proposed project requirements
Design Review	Walkthrough conducted by Business Analyst to achieve approval from Business as to the proposed project design
User Acceptance Testing	Conducted in conjunction with Project manager, Business Analyst, and QA that constitutes business acceptance of the product
Deployment Plan	Identifies to the stakeholders and project team tasks necessary to move application into production

5. Estimated Timeline

ID	GAP Research Compendium Data Entry	Start	Finish	Jun 2006			
				5/28	6/4	6/11	6/18
1	Project Management	5/22/2006	6/23/2006				
2	Requirements	5/24/2006	5/30/2006				
3	Construction	5/30/2006	6/12/2006				
4	Testing	6/12/2006	6/19/2006				
5	Deployment	6/20/2006	6/23/2006				

6. The CEO is interested in the alignment of the project with company vision and strategy, the Financial Controller in alignment with company budget, the Health and Safety Office in alignment with health and safety standards, Government body in Compliance with legislation, and Industry body in Compliance with codes of practice.
7. Michael Erich have been selected to be the project manager
8. Project Charter Authority

The undersigned acknowledge they have reviewed the Project Charter and authorize and fund for the project.

Signature: _____ Date _____
 Name: _____