

Company Name Here

COL 2024

Project Charter

1.

1.1. DOCUMENT

PURPOSE

The Project Charter authorizes the existence of **(Project Name)** and provides the project manager with the authority to apply organizational resources to project activities. The Project Charter is a required deliverable for every strategic project. The Project Charter is virtually the “what” for a project.

1.2. PROJECT DETAILS:

1.2.1. Basic Information

Project Name	
Project Start Date	
Executive Sponsor	
Project Sponsor Cost	
Budget	
Project Manager	

1.2.2. Description:

1.2.3. Funding:

1.2.4. Project Location:

1.2.5. Background:

1.2.6. Objectives: (WHAT ARE THE OBJECTIVES OF THIS PROJECT?)

1.2.7. Benefits: (WHO WILL BENEFIT FROM THIS PROJECT: CUSTOMERS, THE COMMUNITY, ETC?)

1.2.8. Areas Impacted:

1.2.9. Appendix: (ATTACH LINKS FOR DOCUMENTS OR WEBSITE TO VIEW)

1.2.10 Target Market:

1.3.0 PROJECT SCOPE: (BREAKDOWN PROJECT INTO PHRASES.)

1.3.1. In Scope:

- Phase 1:

- Phase 2:

- Phase 3:

1.3.2. Out of Scope: (ANY MATERIALS OR SUPPLIES ORIGINATING FROM ANOTHER COUNTRY?)

1.4. KEY TARGET DATES: (WHAT IS THE TIME FRAME TO START & FINISH THIS PROJECT)

1.5. ASSUMPTIONS: (POTENTIAL PROJECT DELAYS BEYOND THE SCHEDULED TIME FRAME)

1.6. DEPENDENCIES: (ARE RELATIONSHIPS BETWEEN TASK AND ACTIVITIES) WHAT NEEDS TO BE COMPLETED FIRST BEFORE WE CAN MOVE FORWARD TO THE NEXT TASK OR ACTIVITY.)

1.7. CONSTRAINTS: (TIME, COST, SCOPE, QUALITY, RESOURCES, AND RISKS)

2.

Specific terms and roles used in this document are as follows:

<u>Term/Role</u>	<u>Definition</u>

3.

Upon initial stakeholder approval of this document, it will be placed under configuration management. The following table is used to record changes made to this document and the date changes were approved and became effective:

Version #	Author	Date	Summary of Change
1			

Version #	Author	Date	Summary of Change
2			
3			
4			

The IT Services Documentation Naming Standard is employed to identify revisions to this document. The Documentation Naming Standard is detailed in the IT Services Process Architecture located on *InSite*.

4.

The Project Sponsor, by signing this Charter, agrees this document accurately describes the project scope and what this project is attempting to accomplish. Therefore, the Project Sponsor authorizes the designated Project Manager's ability to (1) continue into the Planning phase, (2) form the required project teams and assemble other required resources, (3) and assist all involved in the project in adhering to the Project Lifecycle. The Project Sponsor agrees to commit the necessary resources to ensure the project is promptly planned, developed, and implemented.

Project Sponsor

Signature: _____

Name: _____

Title: _____

Date : _____

GOC Leader

Signature: _____

Name: _____

Title: _____

Date Approved: _____