Project Charter

<Project Name>

Version x.x, Date

<Replace Version x.x with Version 1.0. Replace the current date with the last date modified. Be sure to update the date on the Revisions page.>



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Project Charter

Banner Student Accounts Receivable Assessment Initiative

Project Sponsor:	<name></name>	
Project Stakeholders:	<name></name>	
Document prepared by:	<name></name>	
Document date:	<date></date>	
Approver(s)		
<name, title=""></name,>	< <u>Date></u>	
<name, title=""></name,>	<date></date>	
<name, title=""></name,>		

Revisions

Revision Number	Date	Description
<begin after="" first,="" history="" non-draft="" release.="" revision=""></begin>	<date day,="" format="" in="" month="" the="" year=""></date>	

Purpose of the Project Charter

The Project Charter serves several purposes:

- Clearly states the problem that needs to be solved
- Suggests an initial approach to solve the problem
- Defines high-level expectations
- Establishes a Project Charter Statement
- Serves as sponsor's authorization to proceed to Initiation phase

The Project Charter is a pre-requisite to performing the Initiation phase of a project. The Project Initiation phase brings together key team members through a structured process to identify the project requirements, to set expectations, uncover hidden issues and misunderstandings, and lay the foundation for a successful project by developing agreed-upon objectives, tasks, schedules, and project requirements.

Problem Definition

Define the business problem that needs to be solved, and document the background of the problem.

Clarifying Questions

- 1. Why is the project being commissioned?
- 2. What are the business needs that this project will solve?
- 3. How will this project improve the business?
- 4. What is the basic project objective?

Initial Approach

Document the initial thoughts on how the problem will be approached, supporting the charter statement.

Clarifying Questions

- 1. What deliverables are expected from this project?
- 2. How will the stakeholders know this project is successful?
- 3. What metrics does the sponsor think should be tracked to know if they are satisfied with the project?
- 4. How much risk can the project team take on to ensure the efforts meet the client's success criteria?
- 5. How much risk is the organization willing to accept (for example, staff stress levels, organizational change tolerance, etc.)?
- 6. Are there any specific issues that should be noted (for example, policy changes, requirement to be emphasized or eliminated, etc.)?

Assumptions and Constraints

The known assumptions and constraints that will affect this project are listed below:

Assumptions

Example Assumptions may include:

- resource availability
- specific vendors or systems
- phasing approach
- specific organizations or geographic areas

Constraints

Example Constraints may include:

- Predefined budget?
- Required project finish?
- External impacts?

Project Flexibility

During the project definition process, the project team will require guidance regarding flexibility of scope, schedule and resources.

Clarifying Questions

- 1. As project boundaries or constraints are being identified, how do you want the project team to handle them?
- 2. Can the Project Scope be broadened?
- 3. Can the Project Cost increase, and by how much?
- 4. Can the Project Schedule be extended, and by how long?
- 5. What is the relative flexibility of Scope, Schedule and Resources (least flexible, somewhat flexible, most flexible)?

Charter Statement

What is the overall vision that this project will support?

Example:

To be the industry leader in our ability to procure products and services through a real-time e-commerce procurement solution with automated workflow processes.

Note: The charter statement is more strategic in nature than a Project Objective Statement (POS), which specifically addresses project scope, schedule and resource goals.

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Key Contacts

The following individuals will be participating in the initial project definition effort.

Name	Project Role	Organization	Contact Info
	Project Sponsor		
	Stakeholder/Subject Matter Expert (SME)		
	Stakeholder/SME		
	SME		
	Project Management Oversight		
	Project Manager		

Sponsor's Authorization to Proceed

<Name>, Project Sponsor, authorizes the following actions to further address the business needs stated in this charter:

- 1. Example: To proceed with the high-level tasks outlined in the project approach.
- 2. Example: Perform a Project Initiation Workshop (PIW) to define project requirements.
- 3.
- 4.
- 5.

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Appendix A: Glossary, Terms, and Acronyms

FSS	Financial Systems Support
GW	The George Washington University
ISS	Information Systems Support
PIW	Project Initiation Workshop
POS	Project Objective Statement
SME	Subject Matter Expert