

Project Charter

Project Name/Description:

Statement of Authority and Accountability:

_____ (Project Manager) is appointed Project Manager for the complete duration of the above named project to its successful completion. As project manager, _____ is accountable to _____, the Project Sponsor, for all aspects of this project and its timely, successful completion.

Problem/Opportunity Summary

Provide a description of the specific business or technology issue facing The Company, including an explanation of implications if this project is not implemented and description of processes and deficiencies. Answer the question "Why do we need to do something?"

Project Goal and Objectives

State the business statement, project scope, or short explanation of the project objectives.

Strategic Alignment

How does this initiative align with The Company business objectives - is the capability enabling or differentiating?

Options Considered

What other viable options were considered? What is the cost of not doing this project

Benefits

Include financial, strategic, technology, and operational

Estimated Duration of the Project

State the estimated start and finish date along with any noteworthy milestones

The Priority of the Project Relative to other Organizational Initiatives

Assumptions

Project assumptions are circumstances and events that need to occur for the project to be successful but are outside the total control of the project team.

Constraints

Show Obstacles, Legal, contractual

Risks

Include Strategic, Organizational, Technical, Implementation, and resource conflict

Impact to Other System/Project

Upstream and downstream systems, current projects and pending governance approval

Project Manager authority for the purposes of this project include:

1. For the purposes of this project, the named Project Manager has the authority to acquire the necessary resources at any time by direct discussion with line managers and after an agreement is reached about who is released to you, for what time periods, and the priorities of that individual's workload. If the skills required are not readily available, the named Project Manager may seek these externally, as temporary resources, provided that does not adversely affect the budget.
2. The Project Manger has complete authority in all dealings with the local authorities and our local appointed consultants and suppliers. The Project Manager's decisions will be firm and final and subject to normal management controls.

Project Manager Responsibilities:

1. Responsible for managing all aspects of the project from initiation to closeout including schedule, cost, scope, quality, risk, and change control.

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2. Determine and negotiate project goal, objectives, and scope.
3. Organize, coordinate, and direct the project and all project resources.
4. Track, Control, and Report project information.
5. Establish a project organization, select team members, define roles and responsibilities, and resolve any issues between project team members.
6. Achieve results, meet the objectives and satisfy the client, within the established resource, schedule, cost, and scope constraints