Project Charter Document

# Purpose

The Project Charter template is used to document the new project ideas and communicate initial plans and impacts related to that project idea.

# Project Identification

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| --- | --- |
| **Project Name:** |  |
| **Prepared By:** |  |
| **Date Prepared:** |  |
| **Project Number:** |  |

# Project Roles and Responsibilities

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| --- | --- | --- |
| **Role** | **Name** | **Responsibilities &**  **Business Function** |
| Executive Sponsor |  | • Provides thought leadership  • Validates the business case parameters and on-going justification of the projects  • Provides ongoing, visible support through communications and actions  • Obtains funding and serves as approval authority for the project  • Approves PM Ownership  • Helps define requirements for top level summary reporting  • Receives and responds to project status reporting  • Communicates overall project objectives and strategic alignment  • Leads resolution through mediation or arbitration as deemed appropriate  • Approves and authorizes major changes to project scope through a formal change control process |
| Project Sponsor |  | • Defines project high level requirements  • Requests team involvement  • Provides ongoing, visible support through communications and actions  • Assigns PM ownership  • Drives the core objectives and critical success factors  • Actions top level issue escalation  • Receives and responds to project status reporting |
| Business Owner |  | • Assists with defining high level and detailed project requirements  • Approves detailed requirements from the project teams  • Authors or accepts the project charter  • Provides ongoing, visible support through communications and actions  • Engages with the project manager and project team to lead/drive the initiative  • Actions issue escalation  • Collaborates with PM on project status reporting |
| Project Manager |  | • Collaborates with stakeholders to define project and acceptance criteria  • Creates project framework identifying approach and deliverables  • Creates and communicates project plans and associated timelines  • Identifies impact and works with project team leads to define tasks and obtain resources  • Assigns tasks to resources and coordinates deliverable completion  • Manages scope, issues, risks, and mitigations  • Facilitates project execution including: team meetings, updates, reporting, etc.  • Monitors and drives project to timely closure  • Escalates issues when necessary, to stakeholder team. |

# Business Need/Opportunity

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| *Describe the business problem that needs to be solved or the business opportunity presented by this project idea.*  . |

# Project Objectives

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| *Describe the purpose for the project. What will be changed, new, improved or stopped once the project is successfully completed?* |
|  |

# Strategy/Program Alignment

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| *Describe how this project idea connects to our strategy(s) . Identify which Strategic Objective (if any) this project supports.*  . |

# Preliminary Cost/Benefit Analysis

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| *Describe at a high level the basic cost/benefit of this project idea. What are the quantifiable and intangible benefits from doing this project and what are the big cost drivers (equipment, outside expertise, internal resource hours, software or hardware, etc).* |

# Basic Deliverables to be Produced by the Project

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| *List the expected deliverables that will be produced by the project as known at the time the charter is written. (For example; updated application or new system, updated or new business process flows, training modules, marketing brochure or sales sheet, new on-site clinic, newly acquired business and employees, etc.)* |

# Competitive Analysis Summary and/or Customer Research

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| *At a high level, summarize the competitive landscape for this product or service idea and/or document results of customer research on this idea*. |

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# Preliminary Project Scope

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| Items In Scope |
| *Describe the project boundaries known at the time the project charter is written. What’s “in-scope” for this project (i.e. which systems or applications, which business processes, which interfacing processes, teams or systems, etc.) The project scope must be defined as clearly and discretely as practical*. |
| Items Out of Scope |
| *Help ensure clarity of project scope by listing specific out of scope areas*. |

# Project Phase Dates and Milestones

|  |  |
| --- | --- |
| *Enter the desired project phase start and end dates and any known milestones at the time the project charter is written.* | |
| # | Description |
| 1 | Plan phase start date: end date |
| 2 | Design phase start date end date |
| 3 | Build phase start date: end date |
| 4 | Education and Training start date: end date |
| 5 | Network Wide Implementation |

# Project Assumptions

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| --- |
| *List all assumptions for this project idea known at the time the charter is written* |
|  |

# Project Constraints (including Executive or Mandated)

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| --- |
| *List significant constraints such as milestone dates, project end dates, resource availability, resource skill availability, and budget for this project idea known at the time the charter is written* |
|  |
| Is the Deployment Date (Production Date) immovable due to regulation, legal, or executed contract?  (Yes or No, if Yes - Explain) |
|  |

# Project Impacts

*List business units & functional areas within NRHN that will be impacted and how they will be impacted, as known at the time the Project Charter is prepared.*

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| --- | --- |
| Business Unit or Functional Area | How Impacted? |
|  |  |
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|  |  |

# Project Risks and Issues

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| --- | --- |
| *List all the risk factors or issues that may affect or have affected/impacted the project idea relating to Cost, Time, Scope, Quality, Risk or Customer Satisfaction.*  *Definitions:*  *Risk: A* ***potential*** *condition or event that* ***could*** *have either a positive or negative effect on a project's objectives if it occurs.*  *Issue: A risk event that* ***has already happened or is about to occur****.* | |
| Risk/  Issue ID | Risk/Issue Name |
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Project Charter Outcome

# Performance Improvement Committee Outcome

APPROVAL: This approval authorizes the project kick off and authorizes the project manager to apply organizational resources to the project.

**NOT APPROVED:** This indicates that the project will not proceed to the Project/Process Development Phase and no organizational resources may be applied to the project

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| Name:  Title: Date: |
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