

PROJECT CHARTER FOR A LARGE PROJECT

The Project Charter is provided by the vendor and should outline the entire course of your technology project. Typically, it consists of a cover page and four primary sections.

Cover Page

- Project name
- Executive Sponsor(s)
- Dates of Project Charter approval

Project Identification

This section is used to define the scope of the project, why it is being undertaken, and for whom the project is being developed. Information that should be contained in this section includes:

- Project name/title
- Who the project is being developed for
- Background/Introduction/Purpose
 - Policy considerations
 - Problem(s)
 - Opportunities and alternatives
 - Mandates
- The business systems/functions being addressed
- The automated systems being affected
- Scope Statement
- End-task objectives
- Expected results
- Constraints imposed
- Risk assessment and management techniques

Authority and Resource Need Definition

This section defines the resources needed for the project to be successful and how these resources will be managed.

- Resource Needs
 - Project-assigned staff
 - Specific-task staff resources
 - Vendor Need
 - Space
 - Equipment (hardware and software)
 - Training requirements for team and non-team members
 - Funding sources
- Authority
 - Description of reporting relationships
 - Spending allocation/approval authority
 - Any special accounting or reporting requirements
 - Product approval signoff authority

Project Methodology/Roles/Responsibilities

This section is used to describe the process by which the project will be conducted and how all the project participants fit into that process.

- Describes methods/tasks to be performed
- Defines project team roles related to the methods/tasks described
- Defines how the results of projects will be measured to determine if the project met its objectives

Project Structure and Schedule

This section covers the factors not covered in the other three sections including:

- Project Schedule - level of major milestones/project events
- Project Management Tools - software, status reports, status meetings
- Oversight
 - Description of the administrative control processes and bodies
 - Description of product approval process
 - Description of change control process
 - Description of issue resolution process