Project Charter

Template

Version 1.2 • 1 SEP 2007

Using this Template

The companion document, **Project Charter Instructions**, provides detailed direction for completing this template. These and other Framework tools are available online at www.dir.state.tx.us/pubs/framework/.

To create a document from this template

1. Delete the template title page (previous page) and this page.

2. Replace [bracketed text] on the cover page (next page) with your project and agency information.

3. Replace [bracketed text] in the document header area at the top of page i (Contents page) with the same project and agency information as on the cover page.

    Note: Please do not remove or modify content in the footer area.

4. Complete the entire template. Each section contains abbreviated instructions, shown in italics, and a content area. The content area is marked with a placeholder symbol ($\Rightarrow$) or with a table. Relevant text from other project documents may be pasted into content areas.

    Note: Please do not remove the italicized instructions.

5. Update the table of contents by right-clicking and selecting "Update Field," then "Update entire table."

NOTE: Please remove this page when creating a Project Charter document.

Business
Justification

TEXAS PROJECT DELIVERY FRAMEWORK
PROJECT CHARTER

[Agency/Organization Name]

[PROJECT NAME]

VERSION: [VERSION NUMBER]   REVISION DATE: [DATE]

Approval of the Project Charter indicates an understanding of the purpose and content described in this document. By signing this document, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Approver Name	Title	Signature	Date

Contents

Section 1. Project Overview

1.1   Problem Statement

Describe the business reason(s) for initiating the project, specifically stating the business problem.

⇒

1.2   Project Description

Describe the approach the project will use to address the business problem.

⇒

1.3   Project Goals and Objectives

Describe the business goals and objectives of the project. Refine the goals and objectives stated in the Business Case.

⇒

1.4   Project Scope

Describe the project scope. The scope defines project limits and identifies the products and/or services delivered by the project. The scope establishes the boundaries of the project and should describe products and/or services that are outside of the project scope.

Project Includes

Project Excludes

1.5   Critical Success Factors

Describe the factors or characteristics that are deemed critical to the success of a project, such that, in their absence the project will fail.

⇒

1.6   Assumptions

Describe any project assumptions related to business, technology, resources, scope, expectations, or schedules.

⇒

1.7   Constraints

Describe any project constraints being imposed in areas such as schedule, budget, resources, products to be reused, technology to be employed, products to be acquired, and interfaces to other products. List the project constraints based on the current knowledge today.

⇒

Section 2. Project Authority and Milestones

2.1   Funding Authority

Identify the funding amount and source of authorization and method of finance (i.e., capital budget, rider authority, appropriated receipts) approved for the project.

⇒

2.2   Project Oversight Authority

Describe management control over the project. Describe external oversight bodies and relevant policies that affect the agency governance structure, project management office, and/or vendor management office.

⇒

2.3   Major Project Milestones

List the project's major milestones and deliverables and the target dates for delivery. This list should reflect products and/or services delivered to the end user as well as the delivery of key project management or other project-related work products.

Milestone/Deliverable	Target Date

Business
Justification

Section 3. Project Organization

3.1   Project Structure

Describe the organizational structure of the project team and stakeholders, preferably providing a graphical depiction as shown by the sample project organization chart in the instructions.

$\Rightarrow$

3.2   Roles and Responsibilities

Summarize roles and responsibilities for the project team and stakeholders identified in the project structure above.

Role	Responsibility

Business Justification

3.3   Responsibility Matrix

Complete the responsibility matrix for each of the project roles. As a graphical depiction of a more detailed perspective of responsibilities, the matrix should reflect by functional role the assigned responsibility for key milestones and activities.

Major Milestone	Role 1	Role 2							Role N

Legend
E = responsible for execution (may be shared)
A = final approval for authority
C = must be consulted
I   = must be informed

3.4   Project Facilities and Resources

Describe the project's requirements for facilities and resources, such as office space, special facilities, computer equipment, office equipment, and support tools. Identify responsibilities for provisioning the specific items needed to support the project development environment.

Resource Requirement	Responsibility

Business Justification

Section 4. Points of Contact

Identify and provide contact information for the primary and secondary contacts for the project.

Role	Name/Title/Organization	Phone	Email

Section 5. Glossary

Define all terms and acronyms required to interpret the Project Charter properly.

$\Rightarrow$

Section 6. Revision History

Identify document changes.

Version	Date	Name	Description

Section 7. Appendices

Include any relevant appendices.

$\Rightarrow$

Business
Justification