# Project Charter

## [Project Name]

### TAC 216 Companion Guide Version: [Version]

### Project Start: [Date]

### Projected End: [Date]

Approval of a project charter indicates an understanding of the purpose and content described in this deliverable. By signing this Project Charter, you agree that work will begin on this project and that resources are committed as described.

| **Approver Name** | **Approver Title** | **Signature** | **Date** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Note to the Author**

Use this template to help you write a project charter. The template includes instructions to the author, boilerplate text, and fields that should be replaced with specific project values.

**Blue** text enclosed in angle brackets (<text>) either provides instructions to the document author, or describes the intent, assumptions and context for content included in this document. **Delete the blue text** as you fill out the charter sections.

**Brown** text enclosed in square brackets ([text]) indicates an example. **Replace the brown text** as you fill out the charter sections.

**Please delete this page before signing the charter.**

#### Section 1: Project Summary, Deliverables and Scope Excludes

##### Project Summary

<What do the sponsor, stakeholders and organization want this project to accomplish? Provide a brief summary of the project. Include both the purpose of this project and its business justification.>

##### Deliverables

<What will this project produce? Deliverables are tangible products, processes, or things that the project will produce. They describe what is included in the scope and what the sponsor and organization will receive when the project is finished. The deliverable’s owner should be a single person. List the deliverables below. You do not need to include project management deliverables in this list.>

| # | Description | Owner | Comments |
| --- | --- | --- | --- |
| [1] | [A new service][Recommendations on new automation][A feasibility study][A new product][A new voice response system] | [Deliverable owner’s name] | [Expand offered services] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

##### Out of Scope

<What is out of scope and not included in this project? List the exclusions along with the reason the exclusion is out of scope.>

| Exclusion | Exclusion Reason |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

#### Section 2: Assumptions, Constraints and Dependencies

##### Assumptions

<List assumptions going into the project. Impacts can occur to schedule, cost or quality.>

| # | Description | Reason for Assumption | Impact if Incorrect | Comments |
| --- | --- | --- | --- | --- |
| [1] | [The current memory quota for the set-top-box will be sufficient to store the new software.] | [The software will be 5 MB and there are 6 MB available.] | [Showstopper] |  |
| [2] | [Any bugs that are found will be fixed within one month.] | [Contractually the vendor will incur penalties if it is longer.] | [Impact to Schedule and possibly quality.] |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

##### Constraints

<Insert known project constraints. Typically constraints can be mitigated but not avoided. Impacts can occur to schedule, cost, or quality.>

| # | Description | Reason for Constraint | Impact if Incorrect | Comments |
| --- | --- | --- | --- | --- |
| [1] | [New direct mail marketing materials need a 6 month notification before they reach customers.] | [Vendor constraint]  | [Impact to Schedule] |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

<Rank the triple constraints based on importance to the project. Use “1” to indicate the most important constraint, with “2” for the second most important and “3” for the least important.>

| Triple Constraint | Ranking | Comments |
| --- | --- | --- |
| Scope | Choose a ranking. |  |
| Schedule | Choose a ranking. |  |
| Budget | Choose a ranking. |  |
| Other | Not applicable |  |

##### Dependencies

<Insert the schedule/project dependencies (both internal and external). Impacts can occur to schedule, cost, or quality.>

| # | Description  | Reason for Dependency | Impact if Incorrect | Comments |
| --- | --- | --- | --- | --- |
| [1] | [IT must be completely finished with development before testing can start.] | [Code structure does not allow for agile testing approaches.] | [Impact to schedule] |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

#### Section 3: Schedule, Budget and Project Team

##### Estimated Schedule

<List the major milestones and deliverables with the planned end date. This list should reflect products and/or services created by this project, completion of project management deliverables and any other project-related deliverables.>

| # | Milestone | Planned End Date |
| --- | --- | --- |
| [1] | [Requirements Document Complete] | [Enter desired finish date] |
|  |  |  |
|  |  |  |
|  |  |  |

##### Estimated Budget

<Identify the funding amount and source (e.g., state funds, local funds, PUF funds, capital budget, rider authority, appropriated receipts) of project funds. The project budget represents the amount of funds allocated to the project to complete the project objectives and cover project costs.>

| # | Amount | Source |
| --- | --- | --- |
| [1] | [Some Dollar Amount] | [grant; budget line item] |
|  |  |  |
|  |  |  |
|  |  |  |

##### Initial Project Team

<Identify initial team members who will be involved in the project.>

| Role | Name/Title | email | Phone |
| --- | --- | --- | --- |
| Project Sponsor | [CIO] | [name@domain.com] | [###.###.####] |
| Project Manager | [PM] | [name@domain.com] | [###.###.####] |
| [Core Team Member] | [Developer] | [name@domain.com] | [###.###.####] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

#### Section 4: Risk and Quality Considerations

##### Complexity Assessment Level

<Provide the Complexity Assessment project level. If you chose to manage the project at a different level than was indicated by the assessment, list the new classification level with the reasoning for the change.>

Complexity Assessment Project Level:

##### High Level Risks

<Provide a bulleted and concise description of any known risks.>

* [Weather can detrimentally impact project schedule]

##### Initial Quality Considerations

<Provide a bulleted and concise description of any known quality concerns.>

* [X number of level 1 bugs will be tolerated]