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**Project Charter**

<Project Name>

**Version x.x, Date**

<*Replace Version x.x with Version 1.0. Replace the current date with the last date modified. Be sure to update the date on the Revisions page.*>



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**List of Figures**

**Error! No table of figures entries found.**

*If diagrams, pictures, charts, slides or other illustrations are included in this document, refer to Microsoft Help🡪”Create a Table of Figures” for further instruction to incorporate a List of Figures. Otherwise, delete this section from the table of contents.*

Project Charter

Banner Student Accounts Receivable Assessment Initiative

Project Sponsor: <Name>

Project Stakeholders: <Name>

Document prepared by: <Name>

Document date: <Date>

**Approver(s)**

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# Revisions

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| Revision Number  *<Begin revision history after first, non-draft release.>* | Date  *<Date in the format month day, year>* | Description |
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# Purpose of the Project Charter

The Project Charter serves several purposes:

1. Clearly states the problem that needs to be solved
2. Suggests an initial approach to solve the problem
3. Defines high-level expectations
4. Establishes a Project Charter Statement
5. Serves as sponsor's authorization to proceed to Initiation phase

The Project Charter is a pre-requisite to performing the Initiation phase of a project. The Project Initiation phase brings together key team members through a structured process to identify the project requirements, to set expectations, uncover hidden issues and misunderstandings, and lay the foundation for a successful project by developing agreed-upon objectives, tasks, schedules, and project requirements.

# Problem Definition

*Define the business problem that needs to be solved, and document the background of the problem.*

*Clarifying Questions*

1. *Why is the project being commissioned?*
2. *What are the business needs that this project will solve?*
3. *How will this project improve the business?*
4. *What is the basic project objective?*

# Initial Approach

*Document the initial thoughts on how the problem will be approached, supporting the charter statement.*

*Clarifying Questions*

1. *What deliverables are expected from this project?*
2. *How will the stakeholders know this project is successful?*
3. *What metrics does the sponsor think should be tracked to know if they are satisfied with the project?*
4. *How much risk can the project team take on to ensure the efforts meet the client's success criteria?*
5. *How much risk is the organization willing to accept (for example, staff stress levels, organizational change tolerance, etc.)?*
6. *Are there any specific issues that should be noted (for example, policy changes, requirement to be emphasized or eliminated, etc.)?*

# Assumptions and Constraints

The known assumptions and constraints that will affect this project are listed below:

**Assumptions**

*Example Assumptions may include:*

* *resource availability*
* *specific vendors or systems*
* *phasing approach*
* *specific organizations or geographic areas*

**Constraints**

*Example Constraints may include:*

* *Predefined budget?*
* *Required project finish?*
* *External impacts?*

# Project Flexibility

*During the project definition process, the project team will require guidance regarding flexibility of scope, schedule and resources.*

*Clarifying Questions*

1. *As project boundaries or constraints are being identified, how do you want the project team to handle them?*
2. *Can the Project Scope be broadened?*
3. *Can the Project Cost increase, and by how much?*
4. *Can the Project Schedule be extended, and by how long?*
5. *What is the relative flexibility of Scope, Schedule and Resources (least flexible, somewhat flexible, most flexible)?*

# Charter Statement

*What is the overall vision that this project will support?*

*Example:*

*To be the industry leader in our ability to procure products and services through a real-time e-commerce procurement solution with automated workflow processes.*

***Note:*** *The charter statement is more strategic in nature than a Project Objective Statement (POS), which specifically addresses project scope, schedule and resource goals.*

# Key Contacts

The following individuals will be participating in the initial project definition effort.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Project Role** | **Organization** | **Contact Info** |
|  | *Project Sponsor* |  |  |
|  | *Stakeholder/Subject Matter Expert (SME)* |  |  |
|  | *Stakeholder/SME* |  |  |
|  | *SME* |  |  |
|  | *Project Management Oversight* |  |  |
|  | *Project Manager* |  |  |
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# Sponsor's Authorization to Proceed

<Name>, Project Sponsor, authorizes the following actions to further address the business needs stated in this charter:

1. *Example: To proceed with the high-level tasks outlined in the project approach.*
2. *Example: Perform a Project Initiation Workshop (PIW) to define project requirements.*

# Appendix A: Glossary, Terms, and Acronyms

|  |  |
| --- | --- |
| FSS | Financial Systems Support |
| GW | The George Washington University |
| ISS | Information Systems Support |
| PIW | Project Initiation Workshop |
| POS | Project Objective Statement |
| SME | Subject Matter Expert |
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