NANDYAVART
CONSULTANCY SERVICES

<PROJECT NAME>

PROJECT CHARTER

Project Area: Choose an item.

Document History

Date	Document Version	Revision Description	Author

Approvals

<TIP: Identify the required approvers and obtain sign-off. Approvers may include executive sponsors, sponsors, project manager, development manager, key stakeholders, others as appropriate.>

Approval Date	Approved Version	Approver Role	Approver

Abstract

[Draw your reader in with an engaging abstract. It is typically a short summary of the document.
When you're ready to add your content, just click here and start typing.]

Table of Contents

1. Executive summary*

<TIP: This section defines the high level goals of the project, outlining the what, why, when, who and cost information. You may want to include a summary of any Discovery & Assessment work that was done in advance of this charter, unless there was a Discovery Charter.>

2. Background

2.1. Current Situation & Problem Statement

<TIP: A brief statement describing the current state of a business process, system or both and outlines purpose of the project. It provides background and the overall Problem Statement or Business Drivers, the business problems that the charter attempts to solve.>

- What are the pain points and drivers for action?
- Identify compliance, security or other risks that must be mitigated.
- Who benefits from the investment
- Why this is a priority for consideration, include connections to strategic or technology directions and/or roadmap
- Which service (or services) this project would support
- How the project contributes to increase strategic value and/or increase market penetration

2.2. Effects of Not Doing This Project

<TIP: This section should call out the impact of not completing the project. Use clear, business centric language to articulate the effects.>

3. Goals and objectives*

<TIP: These should be SMART goals or objectives i.e. Specific, Measurable, Achievable, Relevant, Time Bound or KPI's, **Key Performance Indicators**, that allow the University to measure the operational efficiency, improved accuracy and/or effectiveness because of this project. The Business owners should review the goals to help determine how to measure KPI's. An example is, "Decrease Average Turnaround Time per Invoice from 30 days to two weeks by EOY 2010." The KPI is "Decrease Turnaround Time per Invoice." If KPI's cannot be defined then a list of success factors and/or benefits should be described in this section. This will be the list of measures that can be evaluated at project completion to determine if the project value was realized.>

- o

4. APPROACH*

4.1. Solution Overview & Impact to Community

<TIP: This section should address the improved operations, efficiencies, cost savings and/or changes that will result from the proposed project. This section will help to alert Central Businesses and Distributed Users as to the extent and kinds of changes that will take place and should foster an understanding of upcoming change management necessary. Make reference to findings that resulted from the execution of a Discovery / Assessment if applicable. Please be as specific as possible with respect to identification of the impacted user groups and the timing and nature of the change to their processes. You may want to include a paragraph describing the impact or effect of not completing the project.>

4.2. Impacts on or Touch Points with Other Systems

<TIP: This section should identify the integrations with other systems inside and outside of UIT. Be sure to address impacts on upstream and/or downstream systems, identify whether an integration needs to be built or whether the impacted system is indirectly impacted. This section is important to complete as it may also affect other staff resources who may not be called out explicitly on the project.>

5. SCOPE & DELIVERABLES*

5.1. Scope

<TIP: You may want to list In-Scope, Out-of-Scope items in a table or list, by category/functionality, if it helps with reader understanding. This section should clearly define the scope of the solution. For items not in-scope, provide a description of why an item is not considered in-scope.>

In-Scope

Out-of-Scope

5.2. Deliverables

<TIP: This section should include the key planning and execution deliverables for the project. Completion dates are to track as milestones. Example below.>

#	Project Phase	Milestones, Planning Deliverables	Target Completion Date	Approver
	Initiation	Discovery Project Charter		
	Planning	Project Plan Communication Strategy/Plan		
	Requirements	Business Requirements ay also include Service or Product Requirements		
	Analysis & Design	Functional Designs May also include Service, Product and Technical Designs Test Plan		
	Development	Tech Designs & Development May also include System, Service or Product Build e.g. Cable Plant, Network, Server, 3rd Party Service Integration, Service Page		
	Testing	Test Plans / Test Cases May also include a Proof of Concept or Pilot		
	Deployment / Rollout	Readiness Planning Documentation		
	Project Close	Project Financials and Close Docs Lessons Learned		

5.3. Estimated Timeline*

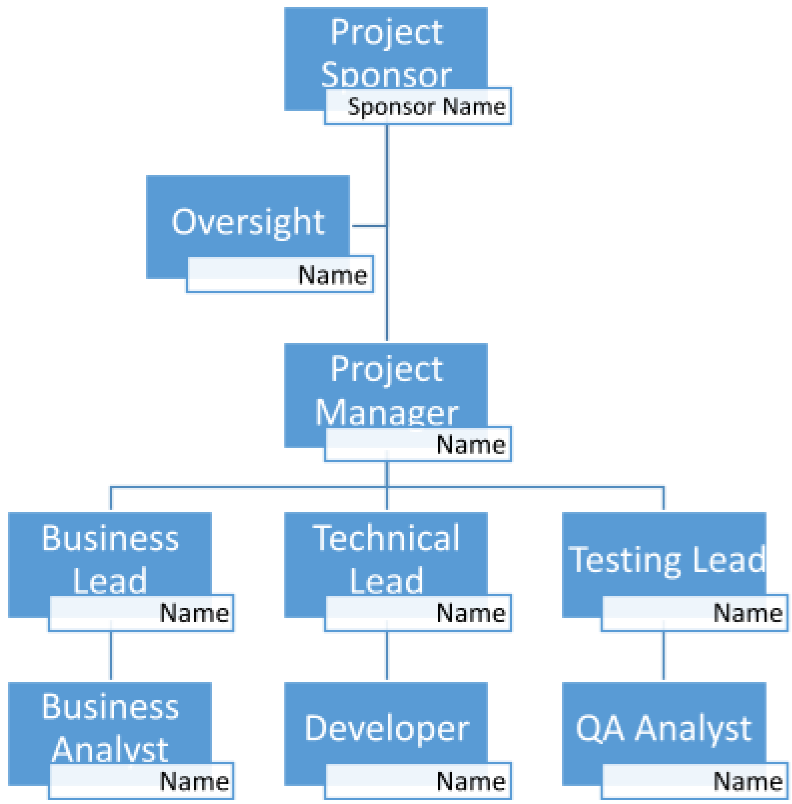
<TIP: This section should include some sort of Gantt chart or graphic timeline to layout the estimated key project phases and timeframes. Note: For Discovery Charters, phase details are not required.>

Project Phase	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Initiation												
Planning												
Requirements												
Design												
Development												
Testing												
Go-Live												
Rollout												
Close												

<TIP: This section should provide a rationale or reason for the timeline such as meeting compliance deadlines, award deadlines, staff availability, budget constraints, etc. This section should also include dates (and events) when delivery cannot be completed, such as year-end, commencement, etc.>

6. Project Team Organization*

<TIP: For a Discovery Charter, just list the team personnel: name, title, role on project in a simple list or table. For a full charter, include the chart and detailed Roles and Responsibilities. Use the Word Org Chart wizard or create an org chart in Visio or similar application and include here>



6.1. Roles & Responsibilities

<TIP: A sample set of roles and general responsibilities is available from the PMO Website page: https://uit.stanford.edu/pmo/project-charter/#tips ("Tips" tab, Section 2.8 Roles & Responsibilities). Include appropriate roles & responsibilities definitions from the examples as needed.>

Role Name	Name & Est. Time Commitment %	General Responsibilities
Project Manager		

6.2. Stakeholders

Name	Title / Role	Organization / Department

7. FINANCIALS*

7.1. Estimated Project Costs

<TIP: This table provides all estimated costs *to be born by the project* and an explanation of how they will be funded is included in section 7.3, “Funding Source(s).” The “Definitions/Comments” section below is intended to be both an explanation for the reader(s) as well as a "TIP" for the author(s) and should be left in the final version of the document.>

Definitions/Comments:

- **Amount**: Estimated USD ($) *one-time* project costs; some amounts may be more accurate, e.g., if derived from a contractor statement of work or a vendor or consultant quote.
- **Internal Impact**: This column provides estimated FTE subtotals of Internal Staff members assigned to the project.
- **Rationale for Estimate**: This column provides high level assumptions, numbers and types of resources over an estimated period of months, and any other needed explanations or clarifications.
- **External Staff**: These rows provide only estimated USD ($) *one-time* project costs in the Amount column that must be funded by the project itself.
- **Internal Staff**: These rows may contain estimated USD ($) *one-time* project costs in the Amount column AND/OR estimated FTE subtotals in the Internal Impact column; e.g., backfill costs for a repurposed resource or direct costs of a fixed-term resource hired specifically for the project. Each Business Office organization or department is named and listed on a separate row.
- **Other Costs**: These rows provide estimated USD ($) *one-time* project costs in the Amount column for items such as vendor fees, hardware, software, cloud setup, and/or UIT Service Charges.
- **TOTAL**: This row includes totals for both the Amount (USD) and Internal Impact (FTE) columns.

Description	**Amount**	**Internal Impact**	**Rationale for Estimate**
External Staff		N/A	
University IT Contractor(s)		N/A	
Business Office Contractor(s)		N/A	
Vendor		N/A	
Other Consulting Firms		N/A	
Subtotal		N/A	
Internal Staff			
Onshore Technical/QA			
Offshore Technical/QA including onshore support			
Other University IT			
Business Office		<1.75 FTE>	< 1 - Program Manager > < 2 - Business SME’s > < 1 - Process Analyst > < 2 - Sponsors >
Subtotal			
Other Costs			
Vendor		N/A	
Hardware		N/A	
Software		N/A	

SaaS, IaaS, PaaS		N/A	< List each applicable in a separate row.>
UIT Service Charges		N/A	
Subtotal		N/A	
Budget Contingency (XX%)			< Normal = 10% > < Medium or High Risk = 15% >
TOTAL			

7.2. Estimated Ongoing Support Costs

<TIP: This table provides all estimated support costs in USD ($) for the three years following project completion. These are not costs born by the project, and an explanation of how they will be funded should be provided above or below the table itself.>

Ongoing Cost Estimates	**FYXX**	**FYXX**	**FYXX**	**Totals**
Staffing				
University IT (UIT)				
Business Office				
Other Consulting Firms				
Subtotal				
Other Costs				
Hardware				
Software				
SaaS, IaaS, PaaS <List each applicable in a separate row.>				
Other University IT				
Subtotal				
TOTAL				

<TIP: If you indicate an increase in cost, specify whether the costs can be absorbed or whether an incremental operating funds request will be needed.>

This Project Will…	Operating Budget Costs	Service Center Costs
Increase ongoing costs		
Decrease ongoing costs		
Neutral to ongoing costs		

7.3. Funding Source

Description	Amount	Source	Comments
<Describe estimated costs *to be born by the project* by funding source(s), refer to the section 7.1 categories if that is helpful.>		<e.g., "SGG," "FMS," "PPO," etc.>	<If needed, e.g., "XX%" or other explanation/conditions.>
TOTAL			

7.4. Flexibility Matrix & Contingencies

<TIP: The flexibility matrix what constraints are flexible and what project goals must be held. Place an "X" in the box that reflects the appropriate flexibility. Some narrative examples are noted below and flagged in the table.

- Schedule is least flexible because we must have the release ready by October 1.
- Scope (quality) is the most flexible because we can release an upgrade or modification after December 1.
- Resources and cost offer a moderate amount of flexibility.>

Flexibility Matrix	Scope	Schedule	Resources
Least Flexible		X	
Moderately Flexible			X
Most Flexible	X		

Item	Scope
Scope Contingencies	<TIP: Workarounds> <TIP: Prioritization of features>
Schedule Contingencies	<TIP: Alternate release dates (if possible) and why these would be acceptable> <TIP: Overlapping project phases and why this is acceptable>
Budget Contingencies	<TIP: 10% - 15% budget contingency – see "Estimated Project Costs" section> <TIP: 10% extra of in-house resources resulting in over-time, borrowed resources from other projects, managers backfilling, etc.>

8. Project Risks & Assumptions*

<TIP: Identify the Risks & Assumptions that have a bearing on the project and that influenced your decisions in this document. Describe the risk and identify mitigation factors. List assumptions below.>

#	Risk Description	Likelihood	Severity	Mitigation Plan

Assumptions and Constraints

<TIP: List any assumptions and constraints here, table format.>

9. APPENDIX

<TIP: For some projects, use of an FTE calculation/estimation spreadsheet is needed. It is recommended that you include that information here in the appendix.>