*Project Name*

Project Charter

*May 3, 2021*

VERSION HISTORY

[Provide information on how the development and distribution of the **Project Charter** was controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]

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| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | *<Author name>* | *<mm/dd/yyyy>* | *<name>* | *<mm/dd/yyyy>* | *<reason>* |
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***Note to the Author***

***This template has been provided by the Georgia Technology Authority Enterprise Portfolio Management Office. Questions should be directed to epmo@gta.ga.gov***

*[This document is a template of a* ***Project Charter*** *document for a project. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.*

* *Blue italicized text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.*
* *Blue italicized text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a particular project.*
* *Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats.*

*When using this template for your project document, it is recommended that you follow these steps:*

1. *Replace all text enclosed in angle brackets (e.g., <Project Name>) with the correct field values. These angle brackets appear in both the body of the document and in headers and footers.*
2. *Modify boilerplate text as appropriate to the specific project.*
3. *To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. Styles used for the Section Headings are Heading 1, Heading 2 and Heading 3. Style used for boilerplate text is Body Text.*
4. *To update the Table of Contents, right-click and select “Update field” and choose the option “Update entire table”*
5. *Before submission of the first draft of this document, delete this “Notes to the Author” page and all instructions to the author, which appear throughout the document as blue italicized text enclosed in square brackets.]*

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# Executive Summary *\*(for smaller projects this is optional)*

*[The executive summary should be a high-level summary of what issues or problems the project was created to correct. Typically, the executive summary also provides the background information and general statements regarding the project’s purpose or justification which will be covered in more detail in the appropriate section(s) of the charter.]*

# Project Purpose/Justification

*[This section describes the purpose and justification of the project in the form of business case and objectives. The business case should provide the reasoning behind the need for this project as it relates to a function of the business.]*

* 1. **Business Need/Case**

*[Discuss the logic for the Business Need/Case (market demand, organizational need, customer request, technological advance, legal requirement, ecological impacts, social need, etc). This section should also include the intended effects of the business case (i.e. cost savings, process improvement, new product development, etc).]*

* 1. **Business Objectives**

*[This section should list the Business Objectives for the project which should support the organizational strategic plan.]*

# Project Description

*[This section provides a high-level description of the project. This description should not contain too much detail but should provide general information about what the project is, how it will be done, and what it is intended to accomplish. As the project moves forward the details will be developed, but for the project charter, high-level information is what should be provided.]*

* 1. **Project Objectives and Success Criteria**

*[Objectives should be SMART: Specific, Measurable, Attainable, Realistic, and Time-bound. The product owner must be able to track these objectives in order to determine if the project is on the path to success. Vague, confusing, and unrealistic objectives make it difficult to measure progress and success.] Content can be expressed in bullets.*

* 1. **Requirements**

*[The product owner should develop a list of all high-level project requirements. These requirements are clear guidelines within which the project must conform and may be a result of input from the project sponsor, stakeholders, or the project team. The content should align with the project objectives stated above.]*

* 1. **Constraints**

*[Constraints are restrictions or limitations that the project manager must deal with pertaining to people, money, time, or equipment. It is the project manager’s role to balance these constraints with available resources in order to ensure project success.]*

* 1. **Assumptions**

*[The project team must identify the assumptions (i.e. known uncertainties about the project) they will be working under as the project goes forward. These assumptions are what the project manager / team expect to have or be made available without anyone specifically stating so.]*

# Project Organization

* 1. **Roles and Responsibilities**

[*This section describes the key roles supporting the project. Add others or delete those not applicable as required*]

| **Name & Organization** | **Project Role** | **Project Responsibilities** |
| --- | --- | --- |
| *Name* | *Executive Sponsor* | *[Approves project funding, and monitors the project progress at agency level.]* |
| *Name* | *Business Owner* | *[Provides direction and support to the product owner. Approves the request for funding, approves the project scope represented in this document, and sets the priority of the project relative to other projects in the agency.]* |
| *Name* | *Product Owner\* Agile Project Only* | *[The empowered central point of product leadership. The single voice of the stakeholder community to the Scrum Team. The product owner defines what to do and in what order to do it. Responsible for defining the product, the product backlog, and product backlog grooming.]* |
| *Name* | *SCRUM Master\* Agile Project Only* | *[Coach, facilitator, impediment remover, and servant leader of the SCRUM Team. Provides process leadership and helps the team and rest of the organization develop their own high-performance, organization-specific Scrum approach.]* |
| *Name* | *Project Manager* | *[Performs the day-to-day management of the project and has accountability to manage the effort within the constraints of scope, quality, time and cost, and ensure customer satisfaction.]* |

* 1. **Key Stakeholders (Internal and** **External)**

| **Name & Organization** | **Project Interest or Role** |
| --- | --- |
| *Name* |  |
| *Name* |  |

# High Level Risks

# *[All projects have some form of risk attached. This section should provide a list of high-level risks that the Project Team has determined apply to this project.]*

# Project Deliverables

# *[This section should list high-level deliverables that the product owner, project sponsor, or stakeholders require upon the successful completion of the project. Every effort must be made to ensure this list includes all deliverables and product owner’s approval must be obtained before adding additional deliverables in order to avoid scope creep.]*

# High Level Milestones

# *[In an Agile project, this section provides an estimated schedule of all Sprints. It is understood that this is an estimate and will change as the project moves forward and the Epics and User Stories are more clearly defined. For non-Agile high-level milestones.]*

# High Level Budget

# *[The high-level budget should contain general cost components and their planned costs. As the project moves forward these costs may change. All changes must be communicated by the product/business owner.]*

# Project Acceptance Criteria

# *[The organization must understand when the project has reached a successful completion. These criteria must be clear and should be accepted by the product/business owner.]*

# Project Manager

# *[This section explicitly states who is assigned as the PM, their responsibility, and authority level. Depending on the organization and scope of the project, the project manager may have varying levels of responsibility and authority for personnel, project expenditures, and scheduling.]*

# Scrum Master

# *[\* For Agile projects only This section states who is assigned as the Scrum Master and the associated responsibilities and authority level. ]*

# Approvals

# The undersigned acknowledge they have reviewed the project charter and authorize and fund the <investment name> project. The undersigned herby give the project manager the authority to apply the approved level of organizational resources to project activities. Changes to this project charter will be coordinated with and approved by the undersigned or their designated representatives.

# *[List the individuals whose signatures are desired. Examples of such individuals are Business Sponsor and Project Manager. Add additional lines for signature, as necessary. Although signatures are desired, they are not always required to move forward with the practices outlined within this document.]*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Signature:*** |  | ***Date:*** |  |
| ***Print Name:*** |  |  |  |
| ***Title:*** |  |  |  |
| ***Role:*** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Signature:*** |  | ***Date:*** |  |
| ***Print Name:*** |  |  |  |
| ***Title:*** |  |  |  |
| ***Role:*** |  |  |  |