Project Charter Lite

|  |  |
| --- | --- |
| *Project Title* | [type the project title here] |
| *Project Manager* |  |
| *Project Sponsor* |  |
| *Project Start Date* |  |
| *Target End Date* |  |
| *Total resource required by this project[[1]](#footnote-1)* |  |

# Document Control

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| --- | --- | --- | --- |
| *Version* | *Revision Description* | *Revised By* | *Revision Date* |
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# Project Approval

|  |  |  |  |
| --- | --- | --- | --- |
| *Version* | *Approval Requirements / Remarks* | *Approved By* | *Approval Date* |
|  |  |  |  |
|  |  |  |  |

# I Project Details

|  |  |
| --- | --- |
| Project Overview & Business Needs& Objectives | * Describe the project summary and background
* Describe the business problem to be solved
* Describe the risk of not pursuing this project
* Include money saving and business benefits
 |
| Scope & Out-of-scope & Solution | * Define what is IN and OUT of scope.
* Describe the alternatives of the project
* If applicable, explain the applications to be affected or related
 |
| Assumptions& Constraints | * Explain assumptions and constraints
* Describe any dependencies, such as those that need to be completed prior to this project or those that will be enabled as a result of it.
 |
| Requirements & Success Criteria | * List known requirements, success criteria, or any non-functional requirements, such as quality standards
 |
| **Project Team & Estimated Manpower**  | * List roles, e.g. programmer, business analyst, tester, and etc.
* Estimated Person-months required (Staff cost is absorbed in the Central IT budget)
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| **Project Budget** | * Estimate equipment, material, and other costs
* Estimate ongoing operation costs
 |
| Stakeholders & Their Roles | * List affected departments, groups, or individuals
 |
| Milestones & Deliverables | * Determine milestones (usually two months per milestones) or releases
* Identify deliverables of each milestone
* Estimated project duration and project completion deadline if any
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| Remarks | * List potential risks
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1. Project Charter Lite is for those projects that can meet the following criteria:

Project duration must be within SIX months

Project manpower must be within SIX person-months

Overall cost must be within ONE millions Hong Kong Dollars [↑](#footnote-ref-1)