Project Charter

|  |  |
| --- | --- |
| *Project Title* | [type the project title here] |
| *Project Manager* |  |
| *Project Sponsor* |  |
| *­Project Start Date* |  |
| *Target End Date* |  |

# Document Control

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

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

# 1. Project Overview

|  |  |
| --- | --- |
| 1.1 Project Summary | The overview should be a high-level summary of what issues or problems the project was created to correct or solve (i.e. the problem statements). It also serves as an executive summary, 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.  |
| 1.2 BusinessNeed/Case | Discuss the logic for the Business Need/Case (market demand, organizational need, customer request, technological advance, legal requirement, ecological impacts, social need, etc.). The project requirements in alignment with the business needs should be stated comprehensively. This section should also include the intended effects of the business case (i.e. cost savings, process improvement, new product development, etc.). It also explains why the project is justifiable. |
| 1.3 Project Objectives | This section should list the Project Objectives for the project which should support and align with the organizational strategic plan/goals. It will be better to provide measureable objectives. |

# 2. Project Scope

|  |  |
| --- | --- |
| 2.1 In Scope | The scope statement highlights what the project will include, any high-level resource or requirement descriptions, and what will constitute completion of the project. All of this information will be expanded upon in greater detail as the project moves forward and undergoes progressive elaboration. |
| 2.2 Out of Scope | It is necessary to explicitly describe what will not be covered or handled by the project. The specified out-of-scope items can or will never be handled in the later release or future projects. For example, a mobile app that covers both Android and iOS platforms, but the Windows Phone Platform is out of scope for the project. |
| 2.3 Assumptions | The project team must identify the assumptions they will be working under as the project goes forward. These assumptions are what the project manager and the team members expect to have or be made available without anyone specifically stating so. (i.e. Pre-assigned resources, platforms, and etc.) |
| 2.4 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. |

# 3. Project Outcome

|  |  |
| --- | --- |
| 3.1TargetDeliverables | This section should list all of the deliverables that the customer, 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 project sponsor approval must be required for adding additional deliverables in order to avoid scope creep. |
| 3.2 Success Criteria | Success Criteria should be SMART: Specific, Measurable, Attainable, Realistic, and Time-bound. The project manager must be able to track these objectives in order to determine if the project is on the path to success. Vague, confusing, and unrealistic Criteria make it difficult to measure progress and success. |
| 3.3OtherRequirements | The section contains other requirements, especially non-functional requirements, which are not quantified for success measurement. These requirements are clear guidelines within which the project must conform and may be a result of input from the project sponsor, customer, stakeholders, or the project team. |
| 3.4IdentifiedRisks & Response Plan | 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. The risks must be closely related to the project, such as insufficient manpower, or without enough technical skills to tackle new IT issues. It will be better to specify the suggestions/plan for mitigating the identified risks. |

# 4. Project Proposal

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| --- | --- |
| 4.1 Chosen Solution | Explain the available details of the proposed solution |
| 4.2 Justifications | Explain the justification of the chosen solution |
| 4.3 Considered Alternatives | Explain other considered and evaluated alternatives with the rejection reasons |
| 4.4Procurement Needs & Plan | Explain any procurement needs and the plan for the procurements |

# 5. Project Resource

### 5.1 Project Team

|  |  |  |
| --- | --- | --- |
| *Title / Role* | *Name / Responsibilities* | *Budgeted Person-months[[1]](#footnote-1)* |
|  |  |  |
|  |  |  |
|  |  |  |
|  | ***Total Person-months:*** |  |
| *Comments: (List any assumptions or clarifications pertaining to the costs entered above.)* |

### 5.2 Project Budget[[2]](#footnote-2)

|  |  |  |
| --- | --- | --- |
| *Expense Type & Description* | *Cost Estimation (HK$ millions)* | *Amount (HK$ millions)* |
|  |  |  |
|  |  |  |
|  |  |  |
|  | ***Total Budget:*** |  |
| *Comments: (List any assumptions or clarifications pertaining to the costs entered above.)* |

### 5.3 Other Resource Requirements (such as space for activities, special electricity arrangement, and etc.)

|  |  |  |
| --- | --- | --- |
| *Resource Type & Description* | *Requirement Details* | *Remarks* |
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|  |  |  |
|  |  |  |

# 6. Stakeholders & Project Schedule

### 6.1 Stakeholders and Their Roles

|  |  |  |
| --- | --- | --- |
| *Title / Role* | *Name / Responsibilities* | *Contact* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### 6.2 Project Schedule / Preliminary Release Plan

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| --- | --- | --- |
| *Milestone* | *Deliverables* | *Target Date* |
|  |  |  |
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|  |  |  |

1. Staff cost will be absorbed by the Central IT budget. The total estimated Man-months are required for progress tracking. [↑](#footnote-ref-1)
2. Budget may include material cost, other cost, operation, and subsequent maintenance cost [↑](#footnote-ref-2)