

# Section 1. Charter Introduction

## 1.1 Document change control

This section serves to control the development and distribution of revisions to the project charter. It should be used together with a change management process and a document management system. It is recommended that changes to the charter be documented only by adding appendices to the original project charter. This will keep an accurate history of the original document that was first approved.

Revision Number	Date of Issue	Author(s)	Brief Description of Change
1.0	[yyyy-mm-dd]	[Author name]	Creation of the document.

## .2 Executive summary

- ▶ Provide a brief summary of the project in business terms demonstrating alignment with the ultimate or strategic outcome targeted by the participating organization(s).
- ▶ Summarize the most important aspects of the project by answering the following questions:
  - How and why was the project initiated?
  - Who will use the final deliverable of the project?
  - Who will be affected by the project?
- ▶ The following elements are usually covered in the executive summary:
  - project goals and objectives;
  - major milestones;
  - key deliverables;
  - key risks; and
  - estimated total costs.

## 1.3 Authorization

This section contains the signatures of key stakeholders, indicating that they agree with their roles and the description of the project as it appears in the project charter.

This project charter formally authorizes the existence of the project, Project Name, and provides the project manager with the authority to apply organizational resources to the project activities described herein. If there is a change in the project scope, the charter will be updated and submitted for re-approval.

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Full name	Date
Executive Sponsor	
Position, client organization	

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Full name	Date
Project Sponsor	
Position, client organization	

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Full name	Date
Project Manager	
Position, client organization	

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Full name	Date
Title	
Position, client organization	

## Section 2. Project Overview

### 2.1 Project summary

- ▶ This section summarizes the entire project charter, highlighting the significant points of interest to the reader. It includes all of the information required for approval by the key stakeholders.
- ▶ The project summary should also include some background information on the project that includes the reason or reasons for creating the project (e.g. a business need or a legal requirement) and mention the key stakeholders who will benefit from the project results.

### 2.2 Project goals, business outcomes, and objectives

This section describes the project goals and links each of them to related measurable project objectives. In addition, business outcomes to be derived from the project goals and objectives

should be presented as outlined in the business case. Measurement criteria, which will be used to confirm that an objective and the outcome have been reached, must also be provided.

Keep in mind that *goals* are expressed as high-level statements of intention that are typically intangible or abstract. *Objectives* are concrete measurement criteria that are used to confirm if an objective has been met. *Business outcomes* are results expected at the end of the project. Outcomes can be expressed in just a few words.

Add rows as required.

No.	Goals	Objectives	Business Outcomes
1.		•	•
2.		•	•
3.		•	•

## 2.3 Project scope

### 2.3.1 Scope definition

This is a high-level description of the features and functions that characterize the product, service, or result to be delivered by the project.

### 2.3.2 Boundaries

This is where you expand on the scope definition and outline the major activities required to successfully complete the project (e.g. develop module ABC, develop a requirements document, and prepare presentation XYZ). Make sure to include content under “Activities Out of Scope” to reduce ambiguity.

Add rows as required.

While the table provides a summary of the project boundaries, further explanation should be provided in a narrative form.

Activities in Scope	Activities out of Scope
1.	1.
2.	2.
3.	3.

Insert additional explanations for project boundaries here.

## 2.4 Milestones

Identify the significant points or events in the project (such as the phases, stages, decision gates, and approval of a deliverable). This chart can also represent a high-level project schedule.

Project Milestone	Description	Expected Date
1.		
2.		
3.		

## 2.5 Deliverables

- ▶ Identify and define the deliverables that are key to the achievement of the stated objectives.
- ▶ Include internal project deliverables required in the project management process for review and approval (e.g. project transition plan, communication plan, and lessons learned).
- ▶ Determine the criteria that will be used to assess the quality and completeness of each deliverable.
- ▶ Indicate the stakeholder(s) responsible for approving each deliverable.
- ▶ Add rows as required.

<b>Project Deliverable 1:</b>	<b>Deliverable Name</b>
Description:	
Acceptance criteria:	
Due date:	
<b>Project Deliverable 2:</b>	<b>Deliverable Name</b>

Project Deliverable 1:	Deliverable Name
Description:	
Acceptance criteria:	
Due date:	

The deliverables section can be used to build the top levels of a project’s work breakdown structure, which divides the big deliverables for a project into smaller, more manageable parts.

## 2.6 Project cost estimate and sources of funding

### 2.6.1 Project cost estimate

This is where you record a summary of cost estimates for all of the resources (human, material, and financial) required to produce the deliverables and meet the objectives established for the project. For input and to make sure the full project scope is covered, refer to the items listed in the initial work breakdown structure and the project effort estimates. Don’t forget to include one-time as well as ongoing costs. For example, the estimated cost to sustain the product(s) or service(s) of the project should be provided. Modify the table as required.

The business case for the project should contain cost estimates that can be used as the basis for this summary.

Project Phase Deliverable or Cost Category	Estimated Cost FY (1)	Estimated Cost FY (2)	Estimated Cost FY (3)	Estimated Cost FY (4)
(Phase 1/ Deliverable)				
Salary				
O&M				
Professional services				
Capital				
Other (e.g. revenue)				
<b>Subtotals</b>				
(Phase 2/ Deliverable)				
Salary				
O&M				
Professional services				
Capital				

Other (e.g. revenue)				
<b>Subtotals</b>				
<b>TOTAL</b>				

### 2.6.2 Sources of funding

State the various sources of funding that will be used to support the project. It should be clear to the project sponsor and the project manager where the funds come from and the level of resources committed to this project.

## 2.7 Dependencies

This is where you list dependencies for the project such as the following:

- ▶ A predecessor or successor relationship exists with another project (such as through a memorandum of understanding or partnerships);
- ▶ A related project expects a deliverable from your project;
- ▶ Your project expects a deliverable from a related project; or
- ▶ Your project delivers a product, service, or result that will be or that needs to be released with another new product, service, or result.

Dependency Description	Critical Date	Contact

## 2.8 Project risks, assumptions, and constraints

### 2.8.1 Risks

This initial risk assessment does not replace the full risk assessment conducted during the planning phase and documented within the project plan—both are activities that come after the project charter is established.

This is where risks are identified at the start of a project. Decide how important they are and indicate the plan to mitigate the risks.

- ▶ Identify and describe in the table below the key strategic risks involved in the project.
- ▶ For each risk, list both the level of impact and the degree of probability (high, medium, low). This tells the reader how significant each risk is.
- ▶ Identify the possible mitigation actions needed during the project to lessen the impact or lower the probability of the risk involved, and assign the person or team responsible for resolution.

No.	Risk Description	Probability (H/M/L)	Impact (H/M/L)	Planned Mitigation

No.	Risk Description	Probability (H/M/L)	Impact (H/M/L)	Planned Mitigation
1.				
2.				
3.				

**2.8.2 Assumptions**

State all factors that are, for planning purposes, considered to be true, real, or certain but without including proof. These assumptions will be validated during the planning process. If any are inaccurate, inconsistent, or incomplete, they will result in project risks. Add rows as required.

The following table lists the items that cannot be proven or demonstrated when this project charter was prepared, but they are taken into account to stabilize the project approach or planning.

No.	The following is assumed:
1.	
2.	
3.	

**2.8.3 Constraints**

Identify the specific constraints or restrictions that limit or place conditions on the project, especially those associated with the project scope (e.g. a hard deadline, a predetermined budget, a set milestone, contract provisions, and privacy or security considerations). It will help to categorize the constraints if there are several. Add rows as required.

The following table lists the conditional factors the project must respect:

No.	Category	Constraints
1.		
2.		
3.		

## Section 3. Project Organization

### 3.1 Project governance

- ▶ This is where you show how your project is governed and the corporate governance bodies that may be involved in the approval process. In other words, it shows how decisions are made and who makes which decisions.
- ▶ A diagram should be used.
- ▶ If committees are shown in the diagram, include a description of these committees in the “Roles and responsibilities” section.

### 3.2 Project team structure

- ▶ Use an organizational chart to show the structure of the project team as well as the relationships between team members
- ▶ You should also show how the team interacts with or relates to the governance structure for the project.
- ▶ For small projects, the names of the team members can be included; for larger projects, the organizational chart should name the groups or entities that form the project teams.

### 3.3 Roles and responsibilities

- ▶ Define the roles and responsibilities assigned to each member of the project team as well as those of any stakeholders and working groups that have a significant influence on the project.
- ▶ Include all committees and entities identified in the section 3.1, “Project governance,” and section 3.2, “Project team structure.”

Project Role	Responsibilities	Assigned to
[Project manager]		
[Business analyst]		
[Project review committee]		

### 3.4 Project facilities and resources

- ▶ Describe, if applicable, the project’s requirements for facilities and resources, such as office space, special facilities, computer equipment, office equipment, and support tools.
- ▶ Identify the person or team responsible for obtaining the specific items needed to support the project’s development environment.

## Section 4. Project References

This is where you describe and identify the location of key documents that define and establish the project, such as the business case, departmental investment plan, departmental long-term strategy, outcome management plan, outcome map, Speech from the Throne, Cabinet directions, and horizontal government initiatives.

More information concerning this project can be found in the following documents:

Document Title	Version No.	Date	Author and Organization	Location (link or path)
Project Charter Guide	1D	2008-Mar-20	Chief Information Officer Branch (CIOB)	Y:\CIOB\Template

## Section 5. Glossary and Acronyms

Define all terms and acronyms required to interpret the project charter properly.

Term or Acronym	Definition