# Project Charter

[Project Name]

[Requesting Department]

Version: 1.0

Revision Date: MM/DD/YYYY

 *Approval of the Project Charter indicates an understanding of the purpose and content described in this deliverable. By signing this deliverable, each individual agrees work will be initiated on this project and necessary resources are committed as described herein.*

|  |  |  |  |
| --- | --- | --- | --- |
| Approver Name | Title / Role | Signature | Date  |
|  | Primary Project Champion\* |  |  |
|  | Project Stakeholder\* |  |  |
|  | Exec Sponsor (AVP or Exec. Dir)\* |  |  |
| Ed Puckett | PPMO Director |  |  |
|  | Project Manager |  |  |

\*By authorizing this Project Charter the Project Champion, Project Stakeholder(s), and Executive Sponsor agree to all terms within this document.

### Revision History

Identify document changes.

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Name | Description |
|  |  |  |  |

Note: An IT project is classified as “major” if it meets the definition of a major information resources project as specified in Texas Government Code, Section 2054.003(10). Major information resources projects must use the Texas Project Delivery Framework.

##

## Section 1. Overview

### 1.1 Project Description

 *Provide a high-level description of the project, what business issue or need is being addressed, as stated in the Business Case.*

## [INSERT]

### 1.2 Project Scope

 *The scope defines project limits and identifies specific business goals and objectives, from Section 2.2\* of the Business Case, that are met as a deliverable from this project. The scope establishes the boundaries of the project. The project scope definition should also describe requirements that are outside of the project scope.*

| Project Includes |
| --- |
|  |

| Project Excludes |
| --- |
|  |

### 1.3 Product Deliverables

 *Describe the end product that will be delivered as the result of this project. Briefly describe what the product will look like, who will it service, who will use the product, who will maintain the product once it is delivered, etc.?*

| Product Feature | Description |
| --- | --- |
|  |  |

### 1.4 Major Project Milestones and Deliverables

 *List the major milestones and deliverables and their planned finish dates. This list should reflect products and/or services included with this project, as well as the delivery of key project management or other project-related deliverables.*

| Milestone/Deliverable |  Planned Finish Date\* |
| --- | --- |
|  |  |

\*Planned finish dates defined here are high-level. Project schedules and timelines will be finalized during the Planning Phase.

### 1.5 Project Budget

 *Identify the funding amount, source of authorization, and method of funding (e.g., capital budget, rider authority, appropriated receipts) approved for the project. Project budget represents amount of funds allocated to the project to complete the project objectives and cover project costs.*

| Amount | Source | Authorizing Body |
| --- | --- | --- |
|  |  |  |

###

### 1.6 Triple Constraint Priority

*Scope, schedule, and cost are the three constraints on every project that are not independent of one another. A change to one constraint will have an impact on the other two. Rank the Triple Constraint in priority order (from 1= Most Important to 3= Least Important). Each constraint must be uniquely ranked.*

| Triple Constraint | Ranking | Comments |
| --- | --- | --- |
| Cost |  |  |
| Schedule |  |  |
| Scope |  |  |

## Section 2. Assumptions, Constraints, Dependencies

### 2.1 Assumptions

 *Describe the assumptions made in establishing this project’s requirements, scope, timeline, and budget.*

* [INSERT]

### 2.2 Constraints/Limitations

 *Describe the constraints and/or limiting factors that can affect the project.*

* [INSERT]

### 2.3 Dependencies

 *Describe the dependencies that can affect the project. Include any dependencies on existing projects, work streams, and/or systems.*

* [INSERT]

## Section 3. Project Stakeholders

### 3.1 Roles and Responsibilities

 *Identify roles and responsibilities for the project team and stakeholders. (Include Subject Matter Experts (SMEs) and Approvers in this list.)*

| Project Role | Name | Responsibility |
| --- | --- | --- |
| Stakeholder |  |  |
| Technology Advancement | Kurt Lund | [Consultant/Developer] |
| Infrastructure | Mike Livingston | [Consultant/Developer] |
| Application Development | Sai Sreerama | [Consultant/Developer] |
| Information Security | Anthony Scaturro | Consultant |
| Project Team |  | Consultant |

## Section 4. Glossary

 *Define all terms and acronyms required to interpret the Project Charter.*

| Term/Acronym | Definition |
| --- | --- |
|  |  |