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Organization
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Project Charter Template
Rev. 1.6, July, 2014

Sample: For Evaluation Only







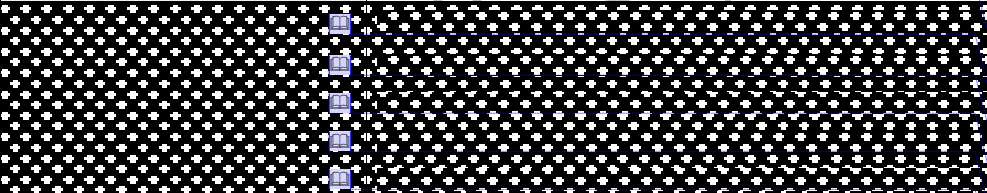
PROJECT CHARTER LITE

 = *Inline Help*. Mouse over the help symbols to see help text.  **Note: In this sample document inline help text is shown to the right as Comments.**

1. General Project Information

Project Name:			
Project Sponsor:		Sponsor Urgency:  Lo - Med - Hi	
Analyst: 		Analyst Contact Info:	

2. Project Definition

Project Purpose: What product or service will this project produce? 	
What is the intended Business Value of this project? 	
Scope Boundaries	Business Requirements this project must deliver. 
	List key project deliverables or insert link to high level WBS 
	List items specifically Out of Scope 
	Check <input checked="" type="checkbox"/> PM Approach <input type="checkbox"/> Waterfall <input type="checkbox"/> Agile <input type="checkbox"/> Other:
Who will use the deliverables? 	
	

Comment [1]: Save the Charter file using the filename format: *Charter_Lite_Project Name.doc*.

Comment [.2]: How important is this project to the Sponsor? Is it something that they need right away?

Comment [.3]: Name of the person who was primarily responsible for collecting, analyzing and documenting the information contained in this charter.

Comment [4]: For example, the project will implement a new financial system, or update an existing business process.

Comment [5]: What value does the organization hope to realize (e.g. financial gain or lower cost; new or improved capability; reduction in organizational risk) as a result of this project being done? Business Value is the business reason the project is being done.

Comment [6]: Business Requirements are the high level project objectives, features, functions, conditions and capabilities that must be delivered in order for the organization realize the intended Business Value. Business Requirements drive the project. All functional, technical and other requirements must tie back to the Business Requirements.

Comment [7]: List all of the high level deliverables that this project will produce. Example: fully configured COTS application, updated business process, updated SOPs and user training. Provide a hyperlink to high level WBS if available. NOTE: This deliverables list together with the Business Requirements and Project Approach constitute a preliminary definition of project scope that will guide the project until detailed scope is defined later in the project.

Comment [8]: Include here anything that anyone might think is in scope but actually is not.

Comment [9]: Which individuals and/or groups will use the deliverables from this project?

Comment [10]: Who will ...

Comment [11]: At the time the project ends...

Comment [12]: Consider the Triple Constraint, e.g. ...

Comment [13]: List all known significant...

Comment [14]: List any conditions that may...

Portions of this template are available for your review

The complete template is available at www.cvr-it.com



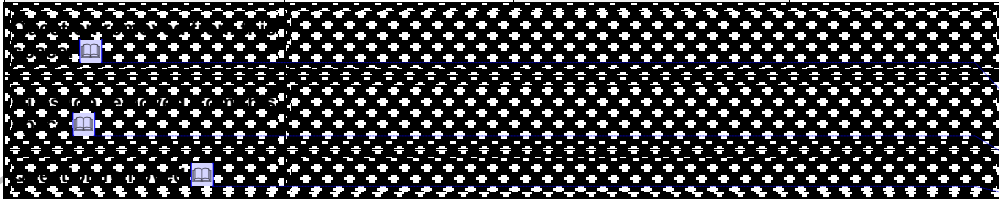
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Double click the following table (Estimated Project Cost) to activate it. Click outside the table to close it. If you accidentally lose this table (e.g. by not double clicking on it first), use CTRL-z to recover it. Only enter data in the white cells. Unprotect sheet to change colored cells. Provide 3-point estimates (Minimum, Most Likely and Maximum) for PERT calculations.

3. Estimated Project Cost									
In house staff	Blended Rate	Labor Hours						PERT Ave +/-	Estimated Cost
		Min	Most likely	Max	PERT Ave	Std Dev.	PERT Ave +1 S.D.		
PM	\$50.00	220	270	420	287	33	320	23%	\$16,000
BA	\$50.00				0	0	0		\$0
Developer	\$50.00				0	0	0		\$0
DBA	\$50.00				0	0	0		\$0
Tester	\$50.00				0	0	0		\$0
Contractors	Contractor Rate	Min	Most likely	Max	PERT Ave	Std Dev.	PERT Ave +2 S.D.	PERT Ave +/-	Estimated Cost
Role 1	\$50.00	20	30	200	57	30	117	106%	\$5,833
Role 2	\$50.00				0	0	0		\$0
Role 3	\$50.00				0	0	0		\$0
Role 4	\$50.00				0	0	0		\$0
Role 5	\$50.00				0	0	0		\$0
Total Estimated Labor Cost:									\$21,833
Estimated Procurement Cost:									\$5,000
Estimated Other Costs:									\$3,000
Total Estimated Project Implementation Cost:									\$29,833
10.0% Contingency Reserve:									\$2,983
Estimated Lifetime Cost									
Maintenance Cost per Year:									\$5,000
Operations Cost per Year:									\$6,000
Total Cost per Year:									\$11,000
Years in Operation:									5
Total Lifetime Cost:									\$87,817

4. Other Project Details (as needed)			
Proposed Start date 		Estimated Project Duration 	
			

Comment [.15]: This is the date on which the Sponsor would like for the Planning Phase to begin. Actual date will depend on how long it takes to approve and fund the project.

Comment [.16]: This is an order of magnitude estimate of project duration, i.e. +/- 75% or more. Note if the project end date has been constrained for business or other reasons. A reliable estimate of project duration is usually not available until the project schedule is developed during the Planning Phase.

Comment [.17]: Does this project depend on ...

Comment [.18]: Will this project require the ...

Comment [.19]: If high level milestones have been established for your project ...