**Project Name**

**Project Charter** (For Non-Major Medium projects $100K-$999K)



(Change this logo out to the agency’s logo and delete this blue text)

# Project Overview

(Delete all instructions prior to finalizing document.)

## Project History

Briefly describe the project background. Include any historical information, research, or business information which would inform the reader of the path that got you to this point. This section should be written in a manner which is easily interpreted by a layperson unfamiliar with the technical terms and acronyms common to the business.

xx

## Strategic Alignment

Identify the department/agency initiative(s) this project supports, along with the corresponding department/agency strategic goal(s), and possibly Governor’s Office initiative(s).

Note… if this is a purely operational (“Run”) project, it’s possible that you won’t align to specific strategies. In that case, you can skip this portion of this section and go straight to the citizen experience prompt.

The project aligns with…

The project will improve citizen experience by…

## Business Needs, Objectives, and Measurements

Table 1: Project Business Needs, Objectives, and Measurements

|  | **Business Need** | **Objective** | **Measurement(s)** |
| --- | --- | --- | --- |
|  |  |  |  |
| 1 | xx  What is the problem the project will solve, or what opportunity will it leverage to meet strategic goals?  Example: Duplicate entry occupies a large amount of staff time and takes away time staff could spend with citizens. | xx  What is your goal? How are you going to show that you’ve solved one or more of the business needs? What indicates that your project was successful? (do not include functionality here such as “the system has the ability to…” or “users have the ability to…”, those should be listed as requirements)  Example: If the business need is that duplicate entry takes away time staff could spend with citizens, an objective could be that staff increases the amount of time they are spending with citizens by 25%. | xx  How are you going to prove that you met the objective? What actions are you going to take?  Include timeframes for the measurement. Maybe you need to do multiple measurements to show progress. If so, when will you take the first measurement? How often will you take measurements after that to prove success?  Ideally the project will stay open until the measurements (or at least the initial measurements) are done. So unless necessary, do not plan for measurements to be taken longer than three months after go live.  Example: At project start, the team will survey staff to determine the amount of time they are spending working directly with citizens to establish a baseline. One month after go live the agency will send out a followup survey to staff to determine how much their time with citizens increased, with the goal being 25%.  \*Note that measurement activities planned for during the project should be included on the project schedule and measurement activities happening after the project closes should be assigned an agency owner. |
| 2 |  | xx | xx |

Table 2: Anticipated Wins

| **Anticipated Wins** | |
| --- | --- |
|  |  |
| 1 | xx  Aside from solving the business needs, what additional benefits might the project produce? what things do you hope happen, but will be unable to measure or verify?  Example: By having the data stored electronically, other systems may be able to leverage and share this data in the future. |
| 2 | xx |

## Solution Statement

The solution statement should depict the general concept of how the business anticipates solving the business need (e.g., COTS solution, build from scratch, consortium, procurement, etc… of what thing?). The solution should be derived objectively vs. subjectively and how the business determined the appropriate solution should be explained.

xx

The project/solution will…

# Project Scope

## In Scope

The in-scope elements are high level and should be elaborated during the planning phase. Change as applicable.

* Project Scope
  + Procurement
  + Project Planning
  + System Implementation
  + User Training
  + Organizational Change Management
* Product Scope What systems, functionality, interfaces, or features will the product have?
  + xx
  + xx

## Out of Scope

*Sometimes it is as important to state what is out of scope for the project as it is to state what is in scope to ensure complete understanding of the scope of the project when entering the planning phase. A good rule of thumb is that if there was a decision to specifically not include something in your project, list it here. This section should also include any standard processes the agency chooses or receives permission to bypass. These out-of-scope items often have an associated risk that should be documented.*

*The list included with this template should be modified to meet the needs of the individual project.*

Any element not listed as “in scope” is considered out of the scope of the project. However, specifically, the scope of the project does not include:

Examples:

* The <component> of the <COTS product> was not purchased and will not be implemented
* The interface to the <system> will not be developed

# Cost Analysis

## Funding Information

OMB has requested information on where the agency is getting their funds to pay for the project and the spending authority granted by the legislature. Please adjust the following as necessary to document the entire amount of the project budget funding known at this time. The agency’s fiscal office needs to work with their OMB fiscal analyst to confirm the information below.

\*\*Reminder that the project budget includes the implementation costs plus the first year of hosting, licenses and/or maintenance and support.

The table below illustrates the project funding. The state legislature has given spending authority for $X. A more detailed budget will be included in the project plan.

Table 3: Project Funding

| **Funding Source** | **Funded Amount** | **Funding Explanation** |
| --- | --- | --- |
|  |  |  |
| General Funds | $0 | Explain (Reallocating? Appropriated?) |
| Federal Funds | $0 | Explain |
| Special Funds | $0 | Explain |
| Other Funds | $0 | Explain |
| **Budget Total** | **$0** |  |

The initial risk contingency percentage to be used for project planning will be X%.

## Planning Resources

Project planning is estimated to take X weeks and requires the project team members to dedicate X% of their time during the planning process.

# Project Authority

## Assumptions and Constraints

The project team will conduct planning as if the assumptions were true and the constraints fixed.

Managerial goals, targets, or preferences should not be included in this area, but can be documented separately.

### Assumptions

Assumptions are factors that, for planning purposes, are considered to be true, real, or certain without proof or demonstration.

The project has the following assumptions:

Assumptions are not typically related to functionality of the system (e.g., the system will have a module that can do x, or the system will be user friendly). If you want those things, they should be part of the system requirements.

* xx (examples: “The agency will be awarded the xyx grant to continue project funding,” “The legislature will approve carry over funding to finish the project,” or “xyz project will finish on x date so that agency staff can be allocated to this project”)
* xx

### Constraints

Constraints are an internal or external restriction or limitation to the project that affects the planning or performance of the project.

The project has the following constraints:

Constraints are things that cannot move. For example, if you say that your project cannot exceed $x, it means that you cannot go over that amount. If the agency has additional money that they can throw at the project, the budget is not a constraint.

* xx (examples: “Federal regulations require that this project be completed by 12/31/2023” or “Business resources on this project cannot exceed 25% of their time”)
* xx
* Cost, schedule, scope, and quality are often in conflict during projects. The sponsor elected to prioritize as follows: Consult with sponsor and arrange according to project priority.

1. Quality
2. Scope
3. Cost
4. Schedule

## Project Advisory Team (PAT)

Use of this team is a recommendation from the CIO for all projects over $100,000 that don’t have the formal Oversight Committee. Sponsors are encouraged to have this team in place to support their work and executive communication during the project.

The Project Advisory Team (PAT) exists to provide strategic guidance and support the sponsor throughout the project. The purpose of the team is to leverage individuals who can offer valuable insights, facilitate decision-making, assist in navigating challenges, and ensure the project aligns with organizational objectives. The PAT membership may change as the project progresses, depending on the needs of the PAT and the project. The sponsor will chair the PAT.

For this project, the PAT will initially consist of the following roles: project sponsor, project compliance coordinator, state procurement officer, … (examples of other possible roles: fiscal analyst, executive stakeholder), and will meet monthly. (meeting cadence can be decided by the sponsor or the PAT)

The PAT will be informed and/or provide recommendations that include the following:

Following are typical items that the PAT may want to be informed on or provide input on. Add or change these items with the input of the sponsor and/or the PAT (can be an agenda item during the first meeting prior to finalizing this charter). If the PAT is not able to meet prior to finalizing this charter, the sponsor can make the preliminary determination, and the PAT can modify this list later in the project plan.

* Initial project direction, project objectives, scope, budget, and timeline
* Procurements
* Ongoing project status
* Significant changes in scope
* Introduction of significant project or agency risks or issues
* Concerns with meeting the budget and timeline
* Changes in project direction

## Approval

Authority to proceed with this charter is granted to the project manager. The sponsor must approve any diversion from the scope which would materially impact the overall scope or incur cost with a possible recommendation from the PAT.

The project manager is authorized to use the resources necessary to plan the project based on the information above and will be required to receive sign-off on the project plan prior to execution.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Sponsor Signature: |  | Date: |  |