**Part I: Project Overview**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** |  | | |
| **Project Charter Author** |  | | |
| **Creation Date** |  | **Last Revision Date** |  |
| **Project Sponsor** |  | **Project Manager** |  |
| **Business Division** |  | | |
| **Project Charter Status**  **(Pending/Approve/Reject)** |  | | |
| **Proposed Project Start Date** |  | **Proposed end date** |  |
| **TCO:** |  | | |
| **Project Assessment Type:** | **High**  **Medium**  **Low** | | |
| **Executive Summary**  (3 to 4 sentence summarizing the project’s technical solution /purpose) |  | | |

**Part II: Business Overview & Project Cost**

|  |  |
| --- | --- |
| *Provide a high-level overview of the business need – historical background and summary of what led to the initiation of this project, i.e., issue or opportunity being addressed, department/area involved, organizational impact, expected result, etc.., plus the cost of the project.* | |
| **2.1 Business Need**  (5-to-6 sentences max) |  |
| **2.2 Business outcomes**  (List the business outcomes of this project) |  |
| **2.3 DCO Strategic Plan Linkage** (How does this relate to the DCO Strategic Plan) |  |
| **2.4 a. Estimated Project Expenditure** (Required for implementation and closeout of the project-hardware, software, services, travel & training, contingency (risk) |  |
| **b. Accuracy of estimate & explanation** (50, 60, 70, 80, or 90% |  |
| **c. Estimate of operating expenditures** (Required for Operations and Maintenance of the assets/deliverables after project completion) |  |
| **d. Recurring cost** (Please reflect any annual recurring cost) |  |
| **e. Recurring cost approval** (Has the IS&T business office accounted for the recurring cost in the annual IT budget – yes/no) |  |
| **2.5 Source of Funding** |  |

**Part III: Project Details**

|  |  |
| --- | --- |
| **3.1 Project Scope – in & out** (Describe the work to be performed that will produce the expected project outcome: product, service, or result. Describe what’s in scope and what’s not in scope. |  |
| **3.2 Project Benefits & Impacts** (2-to-3 sentences summarizing the benefits of this project) |  |
| **3.3 Project Assumptions**  (Describe *what existing or anticipated work efforts, hardware, software, or resource requirements are “assumed” to be available or in place to have successful and on-time completion of the project; assumptions are items typically not controlled by the project team)* |  |
| **3.4 Key Deliverables**  *(Identify key deliverables)* |  |
| **3.5 Project Constraints** / **Risks**  (Things that might restrict, limit, or regulate the project; often, constraints are not controlled by the project team, i.e., resources, policies, schedules, technologies, etc. Risk refers to an uncertain occurrence that may interfere with the project goals. |  |
| **3.6 Dependencies** (Identify any know dependencies, i.e., resource availability, funding, … |  |
| **3.7 Project Implementation Team** (Define the project team members and their project roles; include sponsor, project manager, project team, key stakeholders, etc.) | |  |  |  | | --- | --- | --- | | **Role** | **Name(s)** | **Function** | | Core Project Implementation Team Members: | Person 1 / Person 2 / Person 3  Person 4 / Person 5  Etc. | Responsible for carrying out day-to-day project task to implement project. | | IS&T Team(s) needed to provide support on projected | Applications  Client Services  Communications  Information Security  Platforms  Networking  Tech Services  Training  Web Services | Responsible for providing support necessary to enable the Core Implementation team to be successful with project implementation. | |

**Part IV. Supporting Plans and Documents**

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| --- | --- |
| **Name** | **Location / URL** |
|  |  |

**Part V. Review & Approval**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | **Name** | **Signature** | **Recommendation**  **/Approval** | **Comments** | **Date**  **(MM/DD/YYYY)** |
| **Program Sponsor** |  |  | **Concur**  **Non-Concur** |  |  |
| **Project Manager** |  |  | **Concur**  **Non-Concur** |  |  |
| **Agency PMO** |  |  | **Concur**  **Non-Concur** |  |  |
| **Additional (list)** |  |  | **Concur**  **Non-Concur** |  |  |
| **Agency CIO** |  |  | **Concur**  **Non-Concur** |  |  |