

## PROJECT CHARTER *-or-* PROJECT MANAGEMENT PLAN FOR: **PROJECT NAME HERE**

*Tip: Information in the Project Charter should be sufficient enough to start the project, but "high-level" enough so you don't have to go back and reauthorize the Project Charter every time a "minor" change is required. This template can later be modified to be used as your Project Management Plan.*

<b>Date:</b>	<b>Project Number/ID:</b>	
<b>Customer(s) (Primary/Secondary):</b>	<b>Phone:</b>	<b>Email:</b>
<b>Senior Manager(s):</b>	<b>Phone:</b>	<b>Email:</b>
<b>Project Sponsor(s):</b>	<b>Phone:</b>	<b>Email:</b>
<b>Project Manager:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Estimated Start Date:</b>	<b>Estimated End Date:</b>	

### BUSINESS CASE (NEED / BACKGROUND INFORMATION)

*Project Charter Tip: Ask, "Why consider undertaking this project"? As applicable, provide a brief, historical, narrative to help stakeholders understand the events that have led up to this undertaking. Provide a concise statement relating to the primary goal(s)/objectives for the project (i.e. what the project will achieve and why your organization should pursue it.*

### 1.0 INTEGRATION MANAGEMENT PLAN:

*Tip: Document any considerations for ensuring all knowledge areas are considered. For example: "The Project Manager has overall responsibility for integrating scope, schedule, cost, quality, human resources, communications, risk, and if applicable, procurement."*

#### High-Level Change Control Considerations:

- 1. Changes should be submitted in writing to the Project Manager for evaluation of the impact to the entire project.*
- 2. Proposals/alternatives will be evaluated by the appropriate project team members.*
- 3. Analysis of change impact will be provided to the Change Control Board (CCB) for evaluation and approval within 24 hours.*
- 4. The appropriate steps/communication will be taken after CCB approves/rejects proposed changes/alternatives, as applicable.*
- 5. Changes will be logged and tracked in the Project Management Plan*
- 6. Provide update to Project Sponsor(s) (when applicable, 10% project cost, 10% schedule).*

#### Change Control Board Members:

<b>Name:</b>	<b>Phone:</b>	<b>Email:</b>

**NOTE:** *This section may be modified after the Project Charter has been approved, and used in the Project Management Plan (Integrated Change Control Process section) below.*

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## 1.1 INTEGRATED CHANGE CONTROL PROCESS:

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### 1.1.1 Other Integrated Change Control Considerations:

*(e.g. Other changes that have an impact to the schedule and/or budget, must go through the Integrated Change Control Process.) Change Control log is in subsection 2.5 below.*

## 2.0 SCOPE MANAGEMENT PLAN: (Scope Statement, Key Milestone Dates, and Acceptance Criteria:

### 2.1 Requirements Gathering/Prioritizing Strategy:

*Strategy for gathering requirements/scope/feedback info:*

- Identify stakeholders
- Obtain VOC
- Obtain customer commitment by / / )
- No customer-driven feedback beyond / / )
- Engineering feedback, etc.
- QC, Quality, Tech Support
- Regulatory (e.g. changes in regulation)

*Strategy for prioritizing requirements:*

- Team review/prioritize

*Track progress to completion:*

- Assign owners and completion dates, track through project to ensure completion

### 2.2 Project Scope Statement

*Tip: Provide a clear, concise description of the project and the target completion date. You may also list the key goals/objectives, or the key phases in your project management lifecycle.*

### 2.3 Out of Scope Statement: *The following are NOT included in the scope of this project:*

- 
- 
- 
- 
-

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**2.4 Requirements Traceability Matrix:** *NOTE: This table can provide a simple, high-level way to track completion of requirements (process-related AND product-related), and provide info for input into MS Project.:*

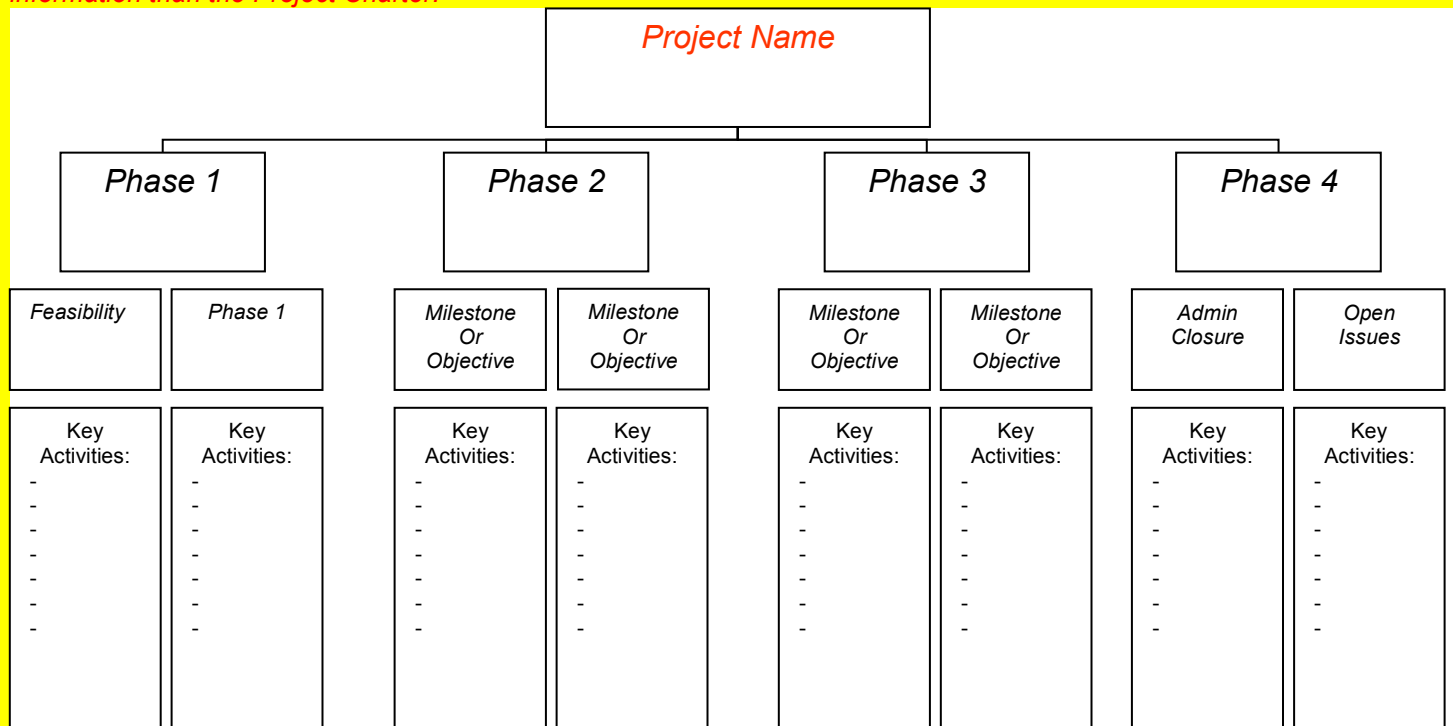
Phase / Milestone:	Description of Key Activity:	Est. Start: Est. Finish:	Priority (1, 2, 3)	Est. Costs:	Quality, Acceptance Criteria:	Risks:	Owner:
Phase 1 (Feasibility) or key objective	1.1 1.2 1.3						
Phase 2 or key objective	2.1 2.2 2.3						

**2.5 Change Control Log:** *(Include potential impact to project):*

Description of Proposed Change	Proposed By:	Start Date:	Current Status:	Accepted By & Date:

**2.6 Work Breakdown Structure (WBS):**

*Tip: This table can be used for brainstorming, or use post-its. Phases and/or milestones listed in tables and scope statement above can be pasted into boxes of WBS. Reminder: The Project Management Plan has more detailed information than the Project Charter.*



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### **3. SCHEDULE MANAGEMENT PLAN: (Milestones, Key Activities, Estimated Completion Dates, Acceptance Criteria)**

*Project Charter Tip: Provide applicable information on when you plan to complete milestones, and perhaps, some key activities. NOTE: There may be one or more "milestones" within each lifecycle "phase." "Activities" are work performed to complete the "milestones." (i.e. Phase, Milestone, Activities) List any other high-level scheduling considerations/concerns. If you plan to use a project scheduling tool (e.g. MS Project), record that here. Depending on the audience, additional deliverables, dates, and acceptance criteria might also be listed.*

**NOTE: Add additional information to this section as needed to develop your Project Management Plan.**

<b>Key Milestones / Activities:</b> <i>(e.g. Project Charter approved: Assign project manager, consider SOW, project feasibility, consider enterprise environmental factors, etc)</i>	<b>Estimated Completion Date:</b> <b>Acceptance Criteria:</b> <i>(i.e. When, who, and how will you verify it's done correctly?)</i>	<b>Owner:</b>
<b>Phase 1, Project Charter Approved</b>	Target Completion Date: Acceptance Criteria:	Owner:
<b>Phase 2</b>	Target Completion Date: Acceptance Criteria:	Owner:
<b>Phase 3</b>	Target Completion Date: Acceptance Criteria:	Owner:
<b>Phase 4</b>	Target Completion Date: Acceptance Criteria:	Owner:

**3.1 Schedule Data Information:** **NOTE: After saving a copy of this file to be used as your Project Management Plan, remove this section and reformat, before printing out your Project Charter.**

#### **3.1.1 Scheduling Tool Considerations:**

*NOTE: Scheduling tools (e.g. MS Project) can be used to record, analyze, and track scope, schedule, cost, and stakeholder management information. If this is the case, you might simply add a statement such as:*

**Additional reports generated by MS Project, may be reviewed at:**

*Record any additional scheduling considerations in the space below:*

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#### 4. COST MANAGEMENT PLAN: (Summary Budget):

*Project Charter Tip: Provide an analogous (high-level) estimate. A range or limit may work best (e.g. "Not to exceed \$300,000," or between "\$250,000 and 300,000.")*

**NOTE: Add additional information to this section as needed to develop your Project Management Plan.**

Direct Costs:	Estimated Amount
Maximum people-related expenses:	\$
Maximum material-related expenses:	\$
Maximum equipment-related expenses:	\$
Maximum miscellaneous expenses (e.g. contingency reserves, COQ, training, etc):	\$
<b>TOTAL:</b>	<b>Not to exceed or range:</b> \$

#### 4.1 Cost Performance Baseline: **NOTE: After saving a copy of this file to be used as your Project Management Plan, remove this section and reformat, before printing out your Project Charter.**

Expense Descriptions:	Notes / Bill To:	Estimated:	Actual:	Variance:
Hardware				
Software				
Staff labor				
Vendor				
Lease/Rental				
Materials				
Supplies				
Training-related				
Other				
Contingency Reserves (from Risk Register)				
<b>TOTAL:</b>				

**NOTE: Additional reports generated by MS Project, may be reviewed at.....**  
Record any additional budget considerations in the space below:

#### 5. QUALITY MANAGEMENT PLAN: (Regulations and Standards):

*Tip: Are there regulations or standards that must/should be adhered to?*

**NOTE: Add additional information to this section as needed to develop your Project Management Plan.**

Regulations (if applicable) :	Standards (if applicable) :
OSHA	PMI
DOT	Six Sigma

**5.1 Quality Policy:** *NOTE: After saving a copy of this file to be used as your Project Management Plan, remove this section and reformat, before printing out your Project Charter.*

*The quality policy for this project is centered on continuous improvement, PMI® Project Management standards/principles/best practices, etc.*

- *The overall quality objectives for this project are: Document the overall intent/direction of your organization's executive management with regard to quality. Tip: Ask executive management for the organization's Quality Policy (quality vision) statement. Tip: Often this includes considerations for Quality Planning, Quality Assurance, and Quality Control.*
- *This project shall comply with all organizational, professional, and regulatory quality policy statements. To ensure the project policy is integrated throughout the project,??????.*
- *The Project Team is committed to adopting and implementing Project Management Institute and Total Quality Management standards*
- *Document any regulatory policies, if applicable (i.e. environmental, etc.)*
- *To meet customer requirements/expectations (with regard to the project's product/service)*
- *To integrate quality best practices into all project processes*
- *To provide a quality working environment for the project team that increases efficiency and encourages ideas for continuous process improvement*

**5.2 Quality Roles and Responsibilities:**

*This section outlines the roles and responsibilities (as they relate to overall project/product quality). (E.g. Will your Project Management Office (PMO) have a role in your project?)*

**5.3 Continual Process Improvement Plan:**

- *Outline strategy for monitoring and making continual improvements during project execution/monitoring and control.*

**5.4 Cost of Conformance:**

- *What up-front costs are associated with ensuring the project is done right the first time. (e.g. Training, mentoring, research, special equipment, supplies, etc.*

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## 6.0 HUMAN RESOURCES MANAGEMENT PLAN / STAKEHOLDER REGISTER:

*Project Charter Tip: Consider (at a high level) people/departments/organizations that have influence over the project, and/or those who will be impacted by it. NOTE: If you are developing the Project Management Plan, copy this information into section 7 (e.g. Responsibility Assignment Matrix). "Stakeholder Management" below, and delete this section, if applicable.*

Key Stakeholder Department / Organization	Person Responsible:	Phone / E-mail	Change Control Board Member? (Y/N)
Customer/SP dealers			
Senior Management			
Project Sponsor(s)			
Tech Managers			
Proj Mgr / Lead / Expeditor			
Mfg			
Regulatory			
PMO / Admin Support			
Tech Support			
Training			
Legal			
Customer Service			
Marketing Comm			
Publications			
Vendors			

## 6.1 STAKEHOLDER MANAGEMENT STRATEGY:

*Project Charter Tip: Keep this high level for the Project Charter. Ask, "How will you increase the support of your positive stakeholders?" –AND- "How will you minimize the negative impact to the project from your negative stakeholders?"*

*E.g. The Project Managers assumes responsibility for stakeholder identification, and stakeholder management throughout the course of the project.*

Negative Stakeholder Name:	Considerations:

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## 6.2 Human Resources/Responsibility Assignment Matrix: **NOTE: After saving a copy of this file to be used as your Project Management Plan, remove this section and reformat, before printing out Project Charter.**

Activity:	Name(s)/Responsibility: <i>R=Responsible A=Accountable (Team) C=Consult for SME I=Inform, as applicable</i>	Phone:	Email:	Other/Notes: <i>(e.g. Type of Training required)</i>
				<i>(e.g. ISO, Six Sigma)</i>

## 6.3 Issues Log:

*Tip: Record personnel-related issues as applicable.*

Issue #	Date Opened:	Priority: <i>(H, M, L)</i>	Stakeholder Names:	Notes / Status / Resolution Date: <i>(e.g. Vendor in material breach—not returning phone calls.)</i>

**NOTE:** Additional information applicable to stakeholders generated by MS Project, may be reviewed at:  
Record any additional stakeholder considerations in the space below:

## 7. COMMUNICATION MANAGEMENT PLAN:

*Tip: Are there specific communication requirements? What types of reports are needed, and how frequently do they need to be generated? How frequently will project meetings be held—where/when?*

Key Stakeholder/Department/Organization:	Type of Communication Required:
	<i>e.g. Meetings, milestone charts, bar charts, network diagrams, earned value management, red-yellow-green reports, etc.</i>



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## 7.1 Communications Matrix:

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*Tip: Describe who sends the communication, who receives the communication, the type of communication required, and the frequency of the communication in the cells below. (e.g. Meetings, reports, plans, etc.)*

To:  From:	Senior Mgt.	Project Sponsor / Customer	Project Manager	Project Team	PMO	Dept. Manager	Vendor 1	CCB
Senior Management	NA							
Project Sponsor / Customer		NA						
Project Manager			NA					
Project Team				NA				
PMO					NA			
Department Manager						NA		
Vendor 1							NA	
CCB								NA

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## 7.2 Weekly Performance Information:

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Project Name:

Project Sponsor:

Project Manager:

Date:

### Summary Status

Red, Yellow, or Green?	HIGH	MEDIUM	LOW
Progress since last report:			
Issues:			
Actions Required:			
Threats:			
Actions Required:			
Opportunities:			
Actions Required:			

### Weekly Project Schedule Summary

Total Milestones:	Milestones Completed To Date:
Milestones On Schedule:	Milestones Behind Schedule:
Milestones At Risk:	Milestones Eliminated:
Milestones Changed:	% Milestones On Schedule:
Change Justification:	% Milestones Behind Schedule:
	% Milestones At Risk:

## 8. RISK MANAGEMENT PLAN:

*Tip: What could possibly go wrong? Provide a list of high-level risk events associated with the project. (Refer to milestones/activities, as necessary.) Reminder: Risks should be identified throughout the project life cycle.*

High- Level Risk Event Descriptions/Categories:	Identified By:
<i>e.g. External risks, internal risks, technology-related risks, etc. (1% to 99% probability)</i>	<i>e.g. Person identifying the risk event.</i>
<i>xxxxxxx might occur.....</i>	
<i>xxxxxxx might not occur.....</i>	

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## 8.1 Risk Register:

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Code of Acct # (Link to WBS)	Category: (Internal, External, technical, etc.) Risk Event Description: (Review WBS and record what might go wrong)	(P) (%) .50= 50%	(I) (1- 10)	Risk Rank (P x I)	Risk Response Contingency & Fallback Plans: (e.g. Plan A, and Plan B. Avoid, Transfer, Mitigate, Accept) (Describe measures to be taken)	Risk Owner: (Person responsible) Status: (As you go)	Contingency Reserve: (Amounts to be added to schedule/ cost baseline)

## 9. PROCUREMENT MANAGEMENT PLAN: (If applicable):

Tip: Provide a list of vendors, contractors, suppliers, etc, as applicable. Contract types may also be listed here.

Product /Services Needed:	Identified By:	Contract Type:
	i.e. Person identifying this need	e.g. Fixed price, time and materials, cost reimbursable

## 10. ASSUMPTIONS & CONSTRAINTS:

Tip: Add information to this section as applicable when developing the Project Management Plan.

### 10.1 Assumptions: (Things you "consider" to be true, accurate, or certain.)

Identified by:

Tip: Provide a list of assumptions being made to complete the project. Always revisit assumptions when doing risk identification/qualification.

i.e. Person identifying  
assumption

We assume this project will remain a high priority so we have the proper resources to successfully complete the project by ?? / ?? / ?? )

### 10.2 Constraints: (Anything that limits the Project Team's options.)

Identified by:

(e.g. We have limited time to complete the phase 2...)

Other comments/considerations:

### SPONSOR SIGNITURES:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Project Manager Assigned: \_\_\_\_\_ Date: \_\_\_\_\_

## LESSONS LEARNED

Project Name: \_\_\_\_\_ Project Manager: \_\_\_\_\_  
 Facilitator: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Required Attendees: \_\_\_\_\_

### What went right during this phase/objective?

People	Process	Product

### What could have been done differently during this phase/objective?

People	Process	Product

### What did we learn during this phase/objective?

People	Process	Product