



# PROJECT CHARTER SHEET

## Version 1

Project No.:

Date:

PROJECT TITLE:

PROPONENT:

TRIUMF CONTACT:

DIVISION:

PRINCIPAL COLLABORATORS:

PROJECT OBJECTIVES:

PROJECT SCOPE:

ASSUMPTIONS AND CONSTRAINTS:

RISKS:

**MAJOR MILESTONES:**

Description	Date

**RESOURCE REQUIREMENTS:**

CASH FLOW REQUIREMENTS						
SOURCE	2009	2010	2011	2012	2013	TOTAL
TRIUMF						
EXTERNAL						
TOTAL						
TRIUMF NON-CASH RESOURCES						
RESOURCE	2009	2010	2011	2012	2013	TOTAL

**EXTERNAL FUNDING INFORMATION:****OPERATIONAL REQUIREMENTS:****DECOMMISSIONING REQUIREMENT:**

Accepted:

Date:

# Instructions For Project Charter Sheet

The Project Charter Sheets are public documents available to the TRIUMF community via the internal TRIUMF web pages.

**Project No.:** Number assigned by TRIUMF for project tracking purposes. For a new project, contact the TRIUMF project coordinator for a number.

**Date:** Date the form was submitted to TRIUMF.

**Project Title:** The title the project will be known by.

**Proponent:** Name of the spokesperson or principle investigator for the proposal.

**Local Contact:** Name of a person located at TRIUMF who can act as a liaison person between TRIUMF and the project. For external projects, this person will help the project proponents understand what TRIUMF procedures are and will provide a contact for TRIUMF management to interact with the project on a timely basis. For TRIUMF internal projects it may be the same person as the proponent.

**Division:** The main TRIUMF division supervising the project.

**Principal Collaborators:** A list of the principal faculty and professional collaborators (both TRIUMF and external). The list should only include collaborators who will devote more than 20% of time to the project or who will make a major contribution.

**Project Objectives:** The main goals the project hopes to achieve and the scientific objective. For example: “To design and build a recoil mass spectrometer for use at ISAC II. Primarily for measuring nuclear reactions of astrophysical interest.”

**Project Scope:** An outline of what is involved in bringing the project to a successful completion. It should include a list of deliverables.

**Assumptions and Constraints:** Discuss the major assumptions that effect timing, resource requirements and viability of the project. What are the major constraints on the project? For example: external funding, resource availability, and technical capabilities.

**Risks:** What are the safety and environmental risks?

**Milestones:** A list of the major milestones for the project including the delivery date for each major deliverable. The uncertainty in the dates should be indicated. This should also include proposal deadlines and external funding agency decision dates.

**Cash Flow Requirements:** The cash flow for the project broken down by year. Please identify the uncertainty in the estimates (e.g.  $\pm 10\%$ ).

**From TRIUMF:** This should include all cash contributions required from TRIUMF but should not include salaries that are captured on the bottom part of the table.

**External:** The total cash contribution from non-TRIUMF sources. This includes NSERC, CFI and foreign contribution.

**Total:** Total cash flow for the project. For the last column the total should include funding for all years not just those years in the table.

**TRIUMF Non-Cash Resources:** Indicate the TRIUMF resources required by type and year. In most cases the appropriate unit will be FTE-weeks. If different units are used please indicate. These TRIUMF resources include: Project Planning, Engineering/Design Work, Magnet Design, Machine Shop Work, Assembly and Installation, Controls/Electronics Shop, RF, Electrical and Mechanical Services, Remote Handling, Power Supplies, Vacuum, Cryogenics, Diagnostics, Beam Dynamics, Safety, Detector Facilities Conceptual Designer, Detector Facilities Machinist, and Detector Readout. The **TOTAL** should include all years not just those in the table.

**External Funds:** List the amount of all external funds and their source. Indicate the current status of the funding requests: funded, requested, application planned. If the external funds are yet to be awarded indicated the expected date of the funding decision.

**Operational Requirements:** If the project involves building a device or bringing one to TRIUMF, what operational requirements will it place on TRIUMF after it is commissioned?

**Decommissioning Requirements:** If the project involves building a device or bringing one to TRIUMF what are the resources required to decommission the device after its useful lifetime.