

Project Charter

Product/Service Impacted	IT Procurement for staff and faculty	Team Leader	Ken Haling and Monica McNaughton
Business Unit	LID, Business Office	Phone Number for Team Leader	Ken: 262-741-8342 Monica: 262-564-2922
Champion	Kamaljit Jackson	Email for Team Leader	halingk@gtc.edu ; mcaughtonm@gtc.edu

Element	Description	Specifications				
1. Process	Our process will be to identify who are our stake holders are and what they are currently using as a process to purchase software and equipment. We will hold focus groups to identify the needs of the customers and identify gaps. We will then create a standard process to procure software, IT equipment and supplies for IT equipment. The process will involve getting buy-in from key stakeholders, developing and documenting a process, and educating staff.					
2. Project Description	Define a process for the procurement of Staff/faculty IT equipment and software.					
3. Objective	Create an efficient, cost-effective, standardized process for procurement of IT equipment and software for staff and faculty	Metrics	Current	GOAL	% Improve.	Units
		Metric 1				
		Metric 2				
		Metric 3				
4. Process Scope	Procurement of IT equipment and software for Staff/faculty. Software is defined as any product that can be installed onto a computer. IT equipment will be defined as we move through this process and review and asses the needs of the college. Supplies will be defined as non software and IT equipment supplies such as USB drives which can be purchased in bulk for a discount rate.					

5. Business Case			
6. Benefit to Internal and External Customers	Standardization Financial Implication Communication of budgeting for capital with IT purchaser		
7. Team members	Names and roles of team members.	Ken Haling Monica McNaughton	
		Proposed	Actual
8. Schedule	Project Start	3/6/14	
	Project Charter Approved	3/20/14	
	Current State Value Stream Map	4/14/14	
	Future State Value Stream Map	5/31/14	
	Project Completion	9/30/14	
9. Support Required	Business Office Purchasing IT Budget Officers		