



[Customer's Name] Project Charter

June 2, 2003

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Project Overview

Purpose

[Provide a high level description of the project and define a single overriding goal that the project is to achieve.]

Background

[Provide a description of the scenario, as it existed in the past and as it is today.

Who is the audience for this report? Describe them.

What are the problems that need to be resolved? List them.

What are the desires and aspirations that are hoped for as a result of a successful outcome? List them.

How did we get here? Describe it.]

Basic Requirements

{List the basic requirements or project objectives that all work towards supporting the project's goal and will satisfy the customer's request.]

Project Scope

In Scope

[What is included within the scope?]

Out of Scope

[What is excluded within the scope?]

Authority

[What authority does the consultant have and who grants this authority?

Referent authority? The use of another person's authority

Expert authority? Pertains to ability, knowledge and expertise with regards to the subject]

Deliverables Produced

[List the project deliverables.]

Project Cost / Duration

Budgeted Amount

[What is the budget for this scope of work?

How is it to be invoiced?

To whom is it to be invoiced?

By what date or project milestone is this work to be invoiced?

Who authorizes the funds and who authorizes any change orders?]

Purchase / Charge Authorization



The purchase order number for MICAN to proceed on this scope of work is

_____.

Estimated Duration

[What is the overall project time frame?
What are the milestones that are needed to achieve the desired time frame?
List these milestones and show end dates for each one.]

High Level Milestones	Date

Project Infrastructure

The following are the principal stakeholders in this project:

Contact Name	Company	Title



Project Communications Plan

Reporting, conflict resolution, and escalation procedures all must go through _____, or his / her assigned staff member for approval. In general, the communication distribution will be sent to the following _____ personnel:

Contact Name	Company	Title

MICAN Resources Plan

Human Resources

The following are a list of the MICAN team members assigned to this project:
[List the skill sets and the requisite expertise required to achieve this project.]

Contact Name	Role or Responsibility	Phase Required

Technical Resources

The following are a list of the MICAN physical resources assigned to this project:
[List the equipment and technical assets required to achieve this project.]

Item	Description	Phase Required

Project Documentation

- **Project Notebook** – The project manager will be responsible for maintaining a project notebook that contains plans, status reports, correspondence, minutes, and all other relevant documentation.
- **Project Plans** – Detailed workflow / task assignments for the overall project activities and each phase.
- **Status Reports** – The project manager will prepare status reports. The frequency of these reports will be _____. These status reports will be sent to _____.
- **Drawings, CAD, and Illustrations** – the project technical documentation will be created to a professional standard and will be provided in both hardcopy and electronic formats. The title to all drawings, sketches, photographs and other intellectual property are the property of the individual who created them, unless otherwise transferred within a written agreement in advance of the creation of these items.

Change Control Process

Any change to the project scope, charter, or schedule will be reviewed by the project sponsor and approved in writing as required by the project sponsor (and the primary customer, if applicable and required).

Project Assumptions and Risks

A project assumptions and risk log will be maintained by the project manager and will be reported weekly or as deemed necessary by the severity of the risk.

The MICAN web site (www.mican.ca) will offer a secure access area where all project related documentation and forms will be stored and maintained. This documentation will be made available for _____ for review on a 24 / 7 basis.



Project Approval

Date

Date

Michael J. Martin

Date