

Company Name

Project Charter:  
Name of Project

Draft V0.2



# Project Name

*Boiler plate*

## *Draft* Project Charter

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## Update History

Date	Issue No:	Scope	Issued By
08 August 05	V0.1	Framework doc	Harley Lovegrove

Authorised by:

Project Sponsor:

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## **i. Introduction - Management Overview**

## **ii. Document Scope:**

## **iii. Objective**

## **iv. Goals**

Phase 1: (if more than 1)

1. Phase 2: Scope

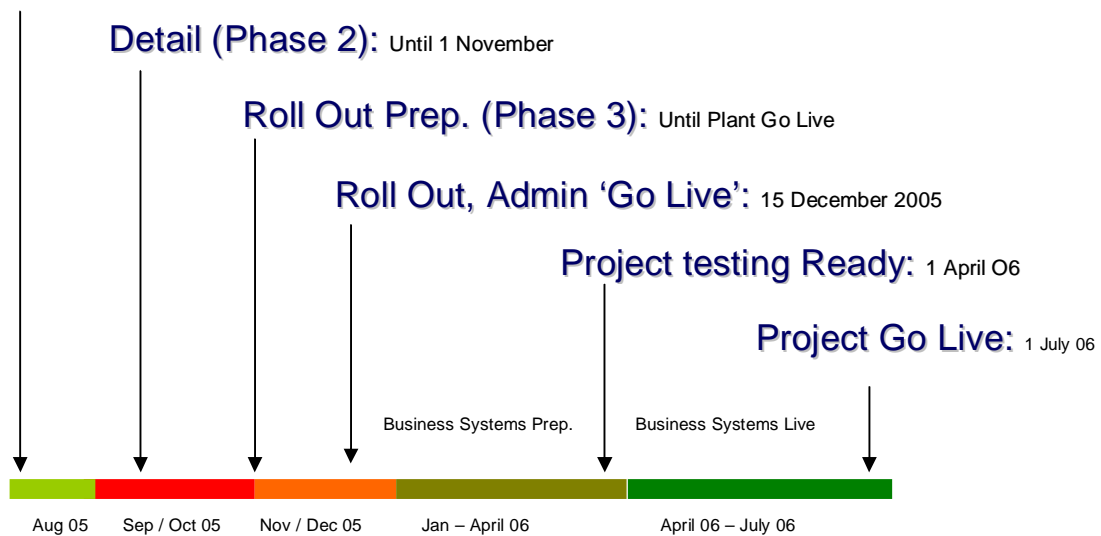


## v. Scope

## vi. Critical Success Factors

## vii. Timeline Overview (*typical example*)

Study (Phase 1): Until 15 September



## Project Phases Detail

1. Phase 1 Phase 2 (Go decision & Detailed planning, purchasing)
2. Phase 3 (Technology Implementation, Roll Out and Go Live):

## The Project Teams

### *I. Name of team 1*

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Place in the Organizational Structure



List of Responsibility / Deliverables

*II. Name of Team 2*

**viii. Project Deliverables**

**ix. Influencing Factors & Risk Assessment**

**x. Constraints**

**xi. Road Maps & Planning**

see separate Document: ABC – Planning Overview V0.1

**xii. Project organisation and accountabilities:**

**The Steering Group:**

The Project Sponsor: John Doe  
Program Manager:  
Sub Team Project Managers:

**The function of the Project Steering Group is:**

1. To oversee the general direction of the project
2. To ensure that decisions made at lower levels are in line with the agreed Project policies
3. The steering group is able to over rule any decision it finds not in keeping with company policy and to re-position the project and its staff in time of non-delivery or other serious issue.
4. The project steering group is foreseen for the life of the project only.
5. The project steering group monitors the goals of the project and its objectives.



6. The steering group follows project progress on a bi-weekly basis, monitoring the goals, timeframe and budgets.
7. The steering group will ensure regular and consistent communication to the business
8. The steering group will consider all additional cost reduction initiatives, proposed by the project management team, and sign off as appropriate.

### **The Implementation Project Management Team:**

The Program Manager:

Project Management:

Team 1 (give the name):

Team 2 (give the name):

### **The function of the Project Management Team is:**

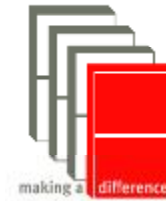
1. To work within the framework, methodology & project management structure to allow the successful achievement of all the project milestones & goals.
2. Ensures that the sub projects meet & exchange data in order to ensure speed & efficiency of integration and results
3. Ensures that the final deliverable of each of the Sub Project teams is:
  - a. delivered on time to defined standards and is clearly documented.
  - b. Compatible with all the other sub project components
4. Continuously looks for areas of increased efficiency improvements.
5. Captures monthly cost reporting, including external costs (both hardware, software and resources) plus internal resource utilisation
6. Provides bi-weekly progress reporting based upon Balanced Score Card Templates.

### **xiii. Detailed project Road Map Milestones & Deliverables:**

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Give dates and include a graph showing deliverables etc.

**xiv. Cost Estimates:**

**xv. NPV**

**xvi. KPI's**

**xvii. Appendix**

***Issues, Notes, Recommendations & Varia***  
(in no particular order)