# Project Charter

*Guideline: All fields should be completed, even if just to say "Not applicable" etc.*

## PROJECT DEFINITION

### Project name

### Problem Statement

This section describes the business problem that this project was created to address. The problem may be process, technology, or product/service oriented. This section should not include any discussion related to the solution.

### Strategic Alignment

All projects should support the organization’s strategy and strategic plans in order to add value and maintain executive and organizational support. This section provides an overview of the organizational strategic plans that are related to the project. This includes the strategic plan, what the plan calls for, and how the project supports the strategic plan.

### Related Projects

### Project Scope

This should be a high-level scope statement that includes deliverables and boundaries.

### Anticipated Outcomes (including discovery and use)

This section should describe the anticipated outcome if the proposed project or initiative is implemented. It should include how the project will benefit the business and describe what the end state of the project should be.

## FEASIBILITY / BUSINESS CASE

### Project Assumptions

This section lists the preliminary assumptions for the proposed project. As the project is selected and moves into detailed project planning, the list of assumptions will most likely grow as the project plan is developed. However, for the business case there should be at least a preliminary list from which to build.

### Project Constraints

This section lists the preliminary constraints for the proposed project. As the project is selected and moves into detailed project planning, the list of constraints will most likely grow as the project plan is developed. However, for the business case there should be at least a preliminary list from which to build.

### Rights analysis (including description of permissions needed)

The Project Charter should contain rights specifications for entire project/collection.

### Organizational Impact

This section describes how the proposed project will modify or affect the organizational processes, tools, hardware, and/or software. It should also explain any new roles which would be created or how existing roles may change as a result of the project.

### Technology Impact

This section provides a high-level overview of how the new technology will be implemented and how data from the legacy technology will be migrated. This section should also explain any outstanding technical requirements and obstacles which need to be addressed.

### Benefit Analysis

The purpose of this is to illustrate the benefits of the project and compare them with resources to determine if the project is worth pursuing.

### Alternatives Analysis

A brief summary of considered alternatives---one of which should be doing nothing. The reasons for not selecting the alternatives should also be included.

### Additional resources required (including external cost estimates, as required)

## GENERAL WORK PLAN

### Goals and Objectives

This section lists the business goals and objectives which are supported by the project and how the project will address them.

### Documentation Plan

|  |  |
| --- | --- |
| **Potential Documents** |  |
| Project Charter | X |
| Work Plan | X |
| Digitization Management Plan |  |
| Software Development Plan |  |
| Risk Register |  |
| Change Log | X |
| Lessons Learned | X |
|  |  |
|  |  |

### Project team and responsibilities

### Major Project Milestones

This section lists the major project milestones and their target completion dates. These milestones and target dates are estimates and changes should be noted in the Change Log.

|  |  |
| --- | --- |
| **Milestones/Deliverables** | **Target Date** |
| Project Charter |  |
| Project Plan Review and Completion |  |
| Project Kickoff |  |
| Phase I Complete |  |
| Phase II Complete |  |
| Phase III Complete |  |
| Phase IV Complete |  |
| Phase V Complete |  |
| Closeout/Project Completion |  |

## SUMMATION AND FINALIZATION

### Justification

This section justifies why the recommended project should be implemented and why it was selected over other alternatives. Where applicable, quantitative support should be provided and the impact of not implementing the project should also be stated.

### Recommendation

This section summarizes the approach for how the project will address the business problem. This section should also describe how desirable results will be achieved by moving forward with the project.

### Approvals

Project to be reviewed by Digital Practices Committee, considering such areas as;

* Metadata and linking decisions
* System ingest decisions
* Communication plan decisions
* Review and obtain required resources (staff, budget, equipment, facilities, technical infrastructure)
* Review internal and external impacts
* Review timeline
* Decide whether to proceed