



Project Charter

Project Name:

Cost Center: xxxx

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Salem Community College

Revision History

Revision Number	Author	Revision Date	Summary of Changes	Changes Marked

Attachments

Attachment Number	Original Author	Date	Summary

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1. Executive Summary

Provide a high-level perspective/overview of this product/project.

1.1. Strategic Business Objectives

Provide an overview of the strategic business objectives. Summarize in a bulleted list and then provide detail.

1.2. Project Scope

Define the scope of the product/project. Summarize in a bulleted list and then provide detail.

1.2.1. Out of Scope

Define the elements of the product/project that are out of scope. Summarize in a bulleted list and then provide detail.

1.3. Key Success Factors

Provide a list of the measurable key success factors. Describe how you will determine if strategic business objectives have been met post-implementation.

1.4. Benefits

Describe the benefits of the application or project — how will this application or project benefit Users, vendors, GEPS businesses, or other users?

1.4.1. Internal Benefits

Describe the Internal Benefits of the application or project.

1.4.2. External Benefits

Describe the External Benefits of the application or project.

1.5. Competitive Analysis

Provide an analysis of business competitors or strategies, if that is applicable. You may delete this section otherwise.

2. Baseline and Functional Goals

2.1. Current Situation

Use this section to describe and/or diagram the baseline—the current process or application. Or indicate here that there is no current solution. Diagrams showing the current relationship between the application, users, business groups, or business processes are particularly useful.

2.2. New Requirements

2.2.1. New Enhancements or Requirements

Describe the enhancements and requirements for the new application from a business and/or user perspective. Relate this to the users and process described in the current situation.

2.2.2. New Practices or Procedures

Explain the new business practices or procedures that need to be put in place, their advantages, limitations, and so on.

2.3. Gaps Analysis

Describe the perceived gaps that will not be fulfilled by the new requirements.

3. Potential System Impact

Describe the Potential System Impact of the project from a global, system architecture perspective. Use the following criteria as a guideline and add additional details as needed. Additional issues that should be considered include:

- Network
- Hardware
- Software

3.1. Security

What security issues or levels of security need to be considered or determined?

3.2. Performance Requirements

How should this product/project perform? What support is needed in terms of business metrics (i.e. number of transactions, system availability time, number of customers supported, number of calls answered, reduction of calls measured).

4. Rollout/Deployment

Discuss the rollout/deployment objectives. While it is not necessary to begin comprehensive planning in these areas, each of the following points should be considered:

- Marketing
- Communication
- Service Level Agreement (SLA) – what support is needed
- Training for users and in-house staff
- Documentation for users and in-house staff
- Help Desk support (changes in volume or technical issues, etc.)

5. Assumptions, Risks, Constraints, and Dependencies

Discuss the potential impact to business, time to market, resource availability, project schedule issues, data sources. Establish the assumptions that are being made as the project/application moves forward and cover the potential risks and/or constraints/dependencies to meet the functional goals.

5.1. Assumptions

5.2. Risks

5.3. Constraints/Dependencies

5.4 Cost Analysis

<Project Name>		
	Total Budget	
Capital Items *		
Item Description	\$0	
Tax	\$0	
Freight	\$0	
Delivery Charges	\$0	
Installation	\$0	
External Staff	\$0	
Customization	\$0	
Item (etc.)	\$0	
Total Capital Item Costs	\$0	
Expenses		
Internal Staff (\$/hr)	\$0	
External Staff	\$0	
Consultants (\$/hr)	\$0	
Offshore (\$/hr)	\$0	
Training	\$0	
Facilities	\$0	
Materials / Supplies	\$0	
Equipment / Software	\$0	
Rentals	\$0	
Travel	\$0	
Total Expense Costs	\$0	
Contingency		
Total Contingency Costs	\$0	
Total Budget	\$0	

5.5 Cost/Benefit Analysis

Cost Benefit Analysis						
Proposed Budget	Payback (Years)	Perceived Costs	Total Benefits	Net Benefits	Return on Investment	Net Present Value

5.6 Risk Analysis

Risk	Mitigation	Contingency	Assigned To

6. Sign-Off

Signing this document indicates that the appropriate SCC Project Sponsors agree that the Project Charter is clear and complete. It also authorizes the SCC Cost Center to proceed with the procurement and implementation of the solution outlined in this charter.

COST CENTER REPRESENTATIVE :

Signature:

Date:

CFO APPROVAL:

Signature:

Date:

COLLEGE PRESIDENT APPROVAL:

Signature:

Date: