

| PROJECT CHARTER: SAMPLE Project Charter | | | |
|--|--|--|---|
| | <p>Membership:</p> <ul style="list-style-type: none"> ➤ Sponsor <ul style="list-style-type: none"> ➤ Corporate Sponsor: ➤ ED Sponsor: ➤ Business Sponsor: ➤ Strategic Planning/Implementation Team: <ul style="list-style-type: none"> ➤ ➤ ➤ Key Stakeholders <ul style="list-style-type: none"> ➤ Internal: ➤ External: ➤ | | |
| | <p>Objectives:</p> <ul style="list-style-type: none"> ➤ | | |
| | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Benefits:</p> <ul style="list-style-type: none"> ➤ </td> <td style="width: 50%; background-color: #00FF00; border-left: 1px solid black;"> <p>Risks:</p> <ul style="list-style-type: none"> ➤ </td> </tr> </table> | <p>Benefits:</p> <ul style="list-style-type: none"> ➤ | <p>Risks:</p> <ul style="list-style-type: none"> ➤ |
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| | <p>Key Activities & Timing:</p> <ul style="list-style-type: none"> ➤ Project Kick-off Meeting and Initial Demo: ➤ Completion of Strategic Planning for Roll-out: ➤ System configuration and completion of testing: ➤ Staff Training - _____ ➤ Go-Live Phase One – _____ ➤ Go-Live Phase Two – _____ ➤ Go-Live Phase Three – _____ | | |
| | <p>Deliverables:</p> <ul style="list-style-type: none"> ➤ | | |
| | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Initial Key Interfaces:</p> <ul style="list-style-type: none"> ➤ </td> <td style="width: 50%; background-color: #00FF00; border-left: 1px solid black;"> <p>Potential Future Considerations:</p> <ul style="list-style-type: none"> ➤ </td> </tr> </table> | <p>Initial Key Interfaces:</p> <ul style="list-style-type: none"> ➤ | <p>Potential Future Considerations:</p> <ul style="list-style-type: none"> ➤ |
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| | <p>Assumptions:</p> <ul style="list-style-type: none"> ➤ | | |
| | <p>Constraints:</p> <ul style="list-style-type: none"> ➤ | | |
| | <p>Investment Cost:</p> <ul style="list-style-type: none"> ➤ Network Costs ➤ Hardware ➤ Operation and application software ➤ Training ➤ Consulting | | |

| | |
|--|--|
| | <ul style="list-style-type: none">➤ Project supplies➤ Support |
| | Roles and Responsibilities: <ul style="list-style-type: none">➤ |
| | |



RQHR Charter Sign Off:

Executive Director
Information Technology
RQHR

Director, I.T. Services
Information Technology
RQHR

, Senior Analyst
Information Technology
RQHR