



Project Charter

Project Name:

Eclipse Project ID #:

Project Executive Sponsor:

Project Champion:

Project Management Lead:

Author:		Version #:	V0.1
Status:		Version Date:	yyyy/mm/dd

- ◆ If you require assistance completing this document, please contact the Project Management Office, ext. 42720
- ◆ Please refer to the Project Management Office Intranet site for a complete **Glossary of Project Terms**
- ◆ The information contained in this document is confidential. Unauthorized distribution or use of this document or the information contained herein is strictly prohibited.

Purpose of Document

The Project Charter documents the project objectives, scope, stakeholders, deliverables, and constraints. These items form the basis for estimating, planning, performing and tracking the project activities throughout the project lifecycle. As a summary of the project plan, the project charter should be reviewed & sign off by the project sponsor, champion & stakeholders prior to project execution.

The purpose of the Project Charter is threefold:

1. To establish and ensure a common understanding between all parties of the objectives, scope and requirements this project will address;
2. To ensure a common understanding of the work to be performed, the deliverables, the methodology to be used and the roles and responsibilities of all parties; and
3. To provide the project team with a baseline document (scope, tasks, estimates and deliverables) from which to carry out the work, and to measure the progress and success of the project

Table of Contents

1.0 Purpose Statement	3
2.0 Background Information	3
3.0 Project Scope.....	3
4.0 Objectives, Deliverables, Performance Measures & Benefits	4
5.0 Alignment with and Impact on RVH Strategic Directions	5
6.0 Project Timelines.....	5
7.0 Financials.....	6
8.0 Core Project Team (s)	7
9.0 Support Project Team (s)	7
10.0 Project Stakeholders	8
11.0 Assumptions and Constraints.....	13
12.0 Dependencies	13
13.0 Project Risks	14
14.0 Project Communications	15
15.0 Sign-Off.....	16
16.0 Revision History	16

Note: Table of Contents

How to update Table of Contents

- Right click on Table of Contents
- Click 'Update Field'
- Click 'Update Entire Table'

1.0 Purpose Statement

Describe what this project is aiming to achieve. What need, opportunity or problem will it address? Explain how this project is helping to achieve organizational or departmental goals.

2.0 Background Information

Explain at a high-level, the background necessary to understand why the project is being undertaken.

3.0 Project Scope

Identify 'what is' and 'what is not' included as part of the work to be performed on the project. Place "must have" requirements in the "IN" scope section. Spell out any exclusion, i.e. work that will not be performed, in the "OUT" of scope section.

IN Scope	OUT of Scope
<ul style="list-style-type: none"> ◆ ◆ ◆ ◆ 	<ul style="list-style-type: none"> ◆ ◆ ◆ ◆

4.0 Objectives, Deliverables, Performance Measures & Benefits			
<i>Provide the details of what this project aims to accomplish by listing its specific commitments, measures and benefits.</i>			
Project Objectives	Major Deliverables	Performance Measures	Benefits
<i>Objectives specify what the project will achieve. Objectives should be S.M.A.R.T. (Specific, Measurable, Achievable, Relevant and Time-bound).</i>	<i>Deliverables are the tangible things that the project will produce in order to achieve the objectives.</i>	<i>Performance Measures determine whether the objectives have been successfully met.</i>	<i>Benefits describe the organizational advantages obtained by achieving the objectives.</i>
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◆	◆	◆	◆
◆	◆	◆	◆
◆	◆	◆	◆
◆	◆	◆	◆
◆	◆	◆	◆
◆	◆	◆	◆

- ◆ Project will be deemed COMPLETE when all objectives and deliverables have been met.
- ◆ Project will be deemed SUCCESSFUL when all performance measures have been achieved.

7.0 Financials							
<i>Anticipated One Time Project Impact To Budget (Choose All that Apply)</i>		<i>Anticipated On-Going Project Impact To Budget (Choose All that Apply)</i>					
<input type="checkbox"/> Increased cost		<input type="checkbox"/> Increased ongoing cost					
<input type="checkbox"/> Decreased cost		<input type="checkbox"/> Decreased ongoing cost					
<input type="checkbox"/> Additional staff to support operations		<input type="checkbox"/> Additional staff to support operations					
<input type="checkbox"/> Anticipated staff saving (FTE)		<input type="checkbox"/> Anticipated staff saving (FTE)					
<input type="checkbox"/> Cost Neutral		<input type="checkbox"/> Cost Neutral					
Total Requested Funding by Source							
	Total Capital	Total Operating	Total External Funding	Total Revenue Generation			
One Time Project Costs	\$0	\$0	\$0	\$0			
On-Going Costs	\$0	\$0	\$0	\$0			
TOTAL COSTS	\$0	\$0	\$0	\$0			
Additional Funding Notes:							
One-Time Project Costs							
Cost Item Description	Capital Budget	Operating Budget	External Funding Budget				
	\$0	\$0	\$0				
	\$0	\$0	\$0				
	\$0	\$0	\$0				
	\$0	\$0	\$0				
	\$0	\$0	\$0				
	\$0	\$0	\$0				
TOTALS	Total On-Time Cost:	\$0	\$0	\$0			
Annual Recurring (On-Going) Costs		Fiscal Year Start Date:					
Cost Item Description	Capital Budget	Operating Budget	External Funding Budget				
	\$0	\$0	\$0				
	\$0	\$0	\$0				
	\$0	\$0	\$0				
	\$0	\$0	\$0				
	\$0	\$0	\$0				
	\$0	\$0	\$0				
TOTALS	Total Annual Cost:	\$0	\$0	\$0			
Revenue Generation							
One Time Revenue Budget	\$0	Date:		Ongoing Revenue Budget	\$0	Date:	

8.0 Core Project Team (s)

The core project team consists of key players who will typically monitor the project throughout its entirety. Identify **who** is needed on the core project team to complete project deliverables and achieve its goals and objectives. Consider what skills, knowledge and experiences will be required for project success.

Role / Project Title	Represented By	Required Involvement	
		Estimated Duration	Estimated Level of Effort
<i>Provide the project title of each required core project team member.</i>	<i>Indicate the name of the person who is filling this project role</i>	<i>For what time-period is this role required?</i>	<i>FTE level needed during this time period?</i>
◆	◆	◆	◆
◆	◆	◆	◆
◆	◆	◆	◆
◆	◆	◆	◆
◆	◆	◆	◆

9.0 Support Project Team (s)

Support teams are required throughout the project at different stages. Identify **who** is needed on the support project team to complete project deliverables and achieve its goals and objectives. Consider what skills, knowledge and experiences will be required for project success.

Role	Represented By	Required Involvement	
		Estimated Duration	Estimated Level of Effort
<i>Provide the project title of each required support project team member</i>	<i>Indicate who is representing title of team member or organization</i>	<i>For what time period is this role required?</i>	<i>FTE level needed during this time period?</i>
◆	◆	◆	◆
◆	◆	◆	◆
◆	◆	◆	◆
◆	◆	◆	◆
◆	◆	◆	◆

10.0 Project Stakeholders					
<p><i>Stakeholders are individuals or organizations that have a vested interest in the initiative. They are either affected by, or can have an affect on, the project. Anyone whose interests may be positively or negatively impacted by the project or anyone that may exert influence over the project or its results is considered a project stakeholder. All stakeholders must be identified and managed appropriately. This section should be completed in collaboration with the stakeholders.</i></p>					
Stakeholders	Represented By	Interests & Needs	Management Strategies	Stakeholder Sign Off	Date
<p><i>Identify your stakeholders. List departments, groups or organizations.</i></p>	<p><i>Indicate the name of the person who is representing that stakeholder group. List N/A if stakeholder group does not apply.</i></p>	<p><i>Why are they stakeholders? How are they involved or affected? List their interests & needs.</i></p>	<p><i>How will the project manage the stakeholder's expectations & attempt to meet their needs and requirements?</i></p>	<p><i>Stakeholders Signature acknowledging management strategies provided.</i></p>	<p><i>Signature Date</i></p>
INTERNAL STAKEHOLDERS					
Administration					
RVH Foundation					
Medical Advisory Committee					
Corporate Communications					
Clinical Operations Transition					
- Project Management Office					
Corporate Services					
Business Development					
Clinical Informatics and Applications					
Decision Support					
Finance					
Health Information Management					
- Privacy Officer					

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Information Technology					
Materials Management					
- Stores					

Human Resources

Employee Engagement					
Human Resources					
Occupational Health & Safety					
Organizational Development					
Volunteer Resources					

Planning & Support Services

Facilities & Building Operations					
- Biomed					
Patient Food Services					
Planning & Capital Redevelopment					
Security Services					

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Regional Cancer & Clinical Services

Diagnostic Imaging Services					
Laboratory Services					
Pharmaceutical Services					
Simcoe Muskoka Regional Cancer Program					

Clinical Programs

Cardiovascular Program					
- Regional Stroke					
Medicine Program					
Surgery Program					
Emergency Program					
Intensive Care Program					
Patient Flow Program					
Mental Health Program & Addictions Program					

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Maternal/Child & Youth Program					
Interprofessional Practice					
Medical Affairs					
Patient Safety, Quality & Risk Management					
Infection Prevention & Control					
Other - Internal					
EXTERNAL STAKEHOLDERS					
LHIN					
Community					
CCAC					
COHPA					
Other Hospitals					
Other – External					

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11.0 Assumptions and Constraints**Assumptions**

Assumptions are external factors that, at the time of writing the charter, are considered true or real for purposes of planning but not validated (i.e. weather conditions). List the assumptions made to date.

◆

Constraints

Constraints are factors that are outside the control of the project team, that restrict or regulate the project (i.e. project deadlines). List project constraints. Consider time, budget, scope, quality, availability/skills of resources, priorities, etc.

◆

12.0 Dependencies

Projects are rarely completed in isolation from other projects happening within the organization. Often, the project in this charter will be dependant on other projects occurring within the organization, and likewise, there will be other projects that are depending on this project being completed. In this section, list these related projects.

This project is dependant on the following projects:

◆

The following projects are dependant on this project:

◆

13.0 Project Risks		
<p>Consider “what if”... Risks are events that may or may not occur during a project. Document high-level project risks apparent at this point that could either positively or negatively impact the achievement of project goals and objectives if they were to occur. Using the chart below, calculate and indicate the level of risk. Focus on risks that are likely to happen and have significant affect on project success.</p>		
Risk	Level of Risk	Risk Response
List risk events that pose threats or opportunities to project.	Indicate Low/Medium/High	Explain what will be done to avoid, transfer, mitigate or accept the risk.
◆	◆	◆
◆	◆	◆
◆	◆	◆
◆	◆	◆
◆	◆	◆

LEVEL OF RISK TABLE

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Significant	Major	Catastrophic
Certain	LOW	MEDIUM	HIGH	HIGH	HIGH
Likely	LOW	MEDIUM	MEDIUM	HIGH	HIGH
Possible	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
Unlikely	LOW	LOW	LOW	MEDIUM	MEDIUM
Improbable/Rare	LOW	LOW	LOW	LOW	MEDIUM

14.0 Project Communications

Identify the **information needs** of the project's steering committee, project sponsor, Project Management Lead, team members, working groups, partners, stakeholders and others. List strategies for ensuring that the right information is provided to the right audience in most suitable and timely manner. Be sure to identify format and frequency of communication between the Project Management Lead and project sponsor regarding project status, performance, risks, issues, etc.

Event	Audience	Information Needs	Format	Frequency	Responsible Party
<i>List the event that triggers a communication requirement.</i>	<i>List recipients of the information.</i>	<i>State what information will be communicated.</i>	<i>Explain method (i.e. e-mails, newsletters, screen-savers etc).</i>	<i>Explain when and how often information will be communicated.</i>	<i>Identify who will provide the information.</i>
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◆	◆	◆	◆	◆	◆
◆	◆	◆	◆	◆	◆
◆	◆	◆	◆	◆	◆
◆	◆	◆	◆	◆	◆
◆	◆	◆	◆	◆	◆
◆	◆	◆	◆	◆	◆

15.0 Sign-Off

The Project Charter must be approved & signed-off by the project sponsor before the Planning Phase can be completed. Project Management Lead and champion also sign-off on the charter. Once completed & signed-off, the charter forms the basis for detailed planning and future decision-making. It cannot be modified without securing the sponsor's approval. Any changes to the information contained in the charter must be documented using a formal Project Change Request and the associated process.

Executive Sponsor

Sign-off by the Executive Sponsor signifies that all of the contents of the Project Charter have been read and that there is clear commitment on behalf of the sponsor to provide guidance & support and contribute necessary resources to complete project goals & objectives as outlined in the Charter. By signature, the sponsor endorses this project and commits to support the project team in its aim to achieve the stated goals and objectives. By approving the project charter, the sponsor has understood what will be delivered and is in agreement with performance measures and success factors identified.

Name & Organization

Signature

Date

Project Champion

Sign-off by the Project Champion signifies that assistance will be provided in promoting the project, managing resistance, and driving successful adoption of the project.

Name & Organization

Signature

Date

Project Management Lead

Sign-off by the Project Management Lead signifies that there is clear commitment to adhere to the terms of the charter and ensure that the project proceeds to meet the objectives defined in it.

Name & Organization

Signature

Date

16.0 Revision History

Any changes to the charter should be documented below and reviewed by applicable Stakeholders.

Revision	Date	Status	Author	Reviewed By	Summary of Changes