

IMT Project Management Guidelines	Effective Date: 2011-01-13
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Government of Alberta	
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PROJECT CHARTER	
Category: Project Management Keywords: Project Charter, Charter, Project Definition, Project Initiation Document	

Description of Guideline

A project charter is a document issued by the project initiator or sponsor that formally authorises the existence of a project, and provides the project manager with the authority to apply organizational resources to project activities [PMBOK]. A project charter serves as a reference of authority for the future of the project.

Process:

1. The project charter is a one-time announcement and establishes the role of the project manager to lead the project.
2. The project charter is used by the project sponsor to provide a broad direction for the project to the project manager. The Project Manager should have the necessary skills to successfully manage the project.
3. The project definitions, as appropriate to the project, should be documented in the project charter to provide to the stakeholders a common understanding of the project related to its complexity, size and risks
4. The project charter is used to document the commitment to establish and maintain appropriate levels of co-ordination, communication and liaison with the key stakeholders inside and outside the performing organization.
5. The project charter is referenced throughout the project, verified periodically with the business and maintained on an ongoing basis.

Process Input /Output:

An approved Business Case or Plan is a key input

An approved Project Charter is a key output

Participants:

The Project Manager prepares the Project Charter. The intended audience is management, stakeholders, sponsor and the project team.

Guideline Specification

1. The project charter should be written reflecting the appropriate business case information that identifies the goal, the project hope to accomplish. The project goal should align with GoA and/or ministry business strategic priorities.
2. The project objectives should state what the project is trying to achieve/resolve. The objective statement should be clear so that it can be evaluated at the conclusion of a project to see whether it was achieved or not. e.g. there should be no more than N queries in a day regarding the use of function X after the project is executed.
3. The project charter should contain relevant information such as Project Name, Ministry Name, Program area, Project Sponsor/Customer and Project Manager to uniquely identify the project within the GoA.
4. The project charter should document the stakeholders identified and provide to the stakeholders a common understanding of the project complexity, size and risks
5. The project charter should contain the estimated start and end date, project summary milestone schedule along with the associated deliverable / outcome.
6. The project charter should document the project success (acceptance) criteria that are quantifiable and measurable. e.g. The department web page should be displayed on a web browser on a 32 kbps line within 4 seconds OR there should be an increase in savings by 0.05 dollar per transaction.
7. The project charter should document the key performance criteria/indicators for monitoring the project work against which project execution is compared to measure and manage performance. e.g. initial effort estimates compared to the actual effort incurred, track rate of spending compared to the planned spending, monitor schedule by tracking planned milestone dates compared to actual end dates of milestones
8. The project charter should document project assumptions (factors that, for planning purposes, are considered to be true, real, or certain without proof or demonstration) and validated progressively throughout the project lifecycle.
9. The project charter should document project risks or opportunities (an uncertain event or condition that, if it occurs, has a negative or positive effect on a project's objectives) along with high level response strategy for each risk or opportunity identified.
10. The project charter should document known obstacles/constraints imposed by the environment or by management. Some typical constraints may include fixed budget, limited resources, imposed interim and/or end dates, predetermined software systems and packages, and other predetermined solutions.
11. The project charter should have a section for approval signatures from project sponsor and appropriate stakeholders.

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12. The project charter should document the project steering committee structure that includes high-level stakeholders who are responsible for providing guidance on overall strategic direction of the project.
 13. The project charter should document at a high level the resource (human and non-human) management, business and organizational change management and procurement strategies in compliance to the GoA policies, standards and guidelines.
 14. The project charter should document at a high level the project implementation strategy and approach to executing the strategy. eg. the project will utilize SDLC methodology for XYZ application development, with interface developed to the financial application 'RES'. OR the project will utilize the commercial off the shelf application called 'XYX' to manage and report the financial transactions.
 15. The project charter should document at a high level the estimated total cost including capital costs, operating costs and any other relevant cost associated with the project, with identified sources of funding, in compliance to the GoA policies, standards and guidelines. summary budget
 16. The project charter should document at a high level the estimated total work effort that will be spent on the project. e.g Estimate of total time, the team members work on a project based on an hourly rate for each skill set or the actual salary of the team members
 17. The project charter should be contain relevant supporting documents such as the approved Business Case or Plan, GoA guidelines or policies applicable to this project

Where to Apply This Guideline

Guidelines provide information, advice or explanation to assist in implementation of policy or policy instruments. Guidelines are recommendations for ministries and are not mandatory.

Guideline applies to all ministries in the management of GoA IMT project or IMT enabled project.

Ministries for this document are defined as departments and exclude agencies, boards and commissions that do not report through the department unless the Minister responsible for administrating the department specifically identifies an agency, board or commission to be within scope.

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