ITS Charter

Ver. 10/13/2017

# How to use this template:

\*delete this cover page, and last page (Document Reference Matrix) prior to submitting final charter

* **IF** this is Tier 1 or Tier 2 project, **ONLY** include the first two pages (Tier 1 & 2 Charter Elements) for approval submission to VPIT. If approved, you must supply all other required documents as listed in the [IT/PPS No. 04.10](http://policies.txstate.edu/division-policies/information-technology/04-10.html)- ([document reference matrix](#_IT/PPS_Document_Reference) provided below)
* **IF** this is a Tier 3(ITS) or internal project, you may find it helpful to also complete the Tier 3 Elements section (items marked with*\*Tier 3 optional* are not required, yet may be helpful.)
* **IF** this is a Tier 3(ITS) or internal project, you must contact team members prior to placing them on this charter.
* Prior to saving and submitting your charter, delete all “**TIPs**”.
* Save your document following the format (*project pre-fix)\_Charter\_(date)* (e.g. "DIGSIGN\_Charter\_01272016" for a project called Digital Signage.)
* Submit to your director for review and feedback. (You are encouraged to schedule a meeting to discuss your proposal with other directors whose departments are affected by the proposed effort.)
* Your director may then submit reviewed and approved documents for discussion at an upcoming PM Leadership meeting. If approved, you will receive notification through your director and may move to your project kick-off meeting where you intive identified Team Members, Stakeholders, and move into building out the Project Management Plan and Project WBS.
* You may also refer to the Project Lead Checklist to help you step through the project intiation phase. It can be found on the main [ITS PMO website](http://www.its.txstate.edu/departments/LearningTechnologyResearch/LTR_Resources.html) .

## Project name: Project type: (Tier 1, 2, 3, or Internal) Date:

## Proposer:

## Sponsor: (Ideally this person completes this Charter)

## Tier 1 & 2 Charter Elements

## Project Overview

### **TIP:** In brief, clearly state what this project is trying to accomplish, what will be the deliverable, who may benefit, and why this is important. What would be the cost of NOT doing this project?

## Scope

### **TIP:**Refine the deliverables—consider the “product/s” created as a result of the project work. Also, what are things you know you’re NOT going to be able to address during this project?

|  |  |
| --- | --- |
| In-Scope Work | Notes |
|  |  |
|  |  |
|  |  |
| Out-of-Scope Work | Planned for future? (Yes/No, Target Date) |
|  |  |
|  |  |

## Assumptions and Constraints

### **TIP:**You don’t need to include staff resources and funding, as these will be assured when the Executive Sponsor signs this charter and pledges to make those resources available. Think about other possible things which may trip-up the project, or some limitation.

|  |  |
| --- | --- |
| Assumption or Constraint | Impact on the Project |
|  |  |
|  |  |

## Estimated Budget

### **TIP:**If you already know there may be a need for funding of some type, or additional staff to hire, you should at least list it here and guess at the amount. You can refine the budget later after the charter is approved.

|  |  |  |
| --- | --- | --- |
| Item | Justification | Amount |
|  |  |  |
|  |  |  |

## Anticipated Timeline & Milestones

### **TIP:**Milestones help frame the span of the project. You may not know specific dates, but month/year/milestones help visualize the time this project may take.

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| --- | --- |
|  Major Milestones | Target Date (if known) |
|  |  |
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## Success Criteria

### **TIP:**Among the most critical items in a project is how you will know if you are successful. Look back to the Project Scope, and the refined deliverables. Consider what the project will produce, and how can you measure if the overall intent worked? ( “Making all the milestone dates…” is not a project success criteria, that’s a project management success factor) Think about the purpose of the project, and what does it look like if things go right?

|  |  |
| --- | --- |
| Requirement | Measure or Metric |
|  |  |
|  |  |
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## Key Stakeholder

### **TIP:** These individuals have skin in the game, they are the key reviewers who will benefit from this project, and they have a responsibility to provide the necessary resources to make this project work.

|  |  |  |
| --- | --- | --- |
| Name | Department and Title | Approval date |
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## Charter version

### **TIP:**If the charter changes in any way, a new version must be created and a note must identify why.

|  |  |  |
| --- | --- | --- |
| Version date | Note | Author |
|  |  |  |
|  |  |  |
|  |  |  |

STOP

Everything above this line is what VPIT expects to see in a charter. All other elements below this line may be completed for the benefit of project planning, but should not be included in the version sent for VPIT-level approval. \* (delete this comment prior to saving)

## Tier 3(ITS) Charter Elements

## Strategic Case

### **TIP:**How does this align with Campus/Divisional/Unit/Departmental initiatives?

## Requirements

### **TIP:**These are considered the hard deliverables/requirements that must be produced for the project to be complete.

|  |  |
| --- | --- |
| Requirement | Description |
|  |  |
|  |  |

## Related Projects \*Tier 3 optional (can delete his section prior to submitting final charter.)

### **TIP:**Identify any other projects and/or activities required to achieve the project’s objective. Provide either a diagram illustrating dependent or parallel projects, or list the associated projects and describe how they are related.

###

## Extended Stakeholders \*Tier 3 optional (can delete his section prior to submitting final charter.)

### **TIP:**These can be single individuals, teams, units, or departments who are affected by the execution or outcome of this project, but do not actively participate in the project.

|  |  |
| --- | --- |
| Name | Department and Title |
|  |  |
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## Project Team

### **TIP:**People who are actually carrying out the work. Each member must read the charter and agree to their role by signing off (Date of Review).

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Dept. & Title | Possible Roles:  | Date of Review |
|  |  |  |  |
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##

## PM Leadership Review and Approval Sign-off

### **TIP:**This section is required for ITS Leadership regardless of if any one of these indeividuals is part of the project team or stakeholder.

### Dates indicate the person is agreeing to this charter. Notes may indicate “things to consider” unless otherwise stated.

|  |  |  |  |
| --- | --- | --- | --- |
|  Dept.  | Approver  | Approval date  | Notes  |
| AVP | Carlos Solis |  |  |
| LTR | Kevin Huffaker |   |   |
| LxD  | Ann Jensen  |   |   |
| LAS  | Rori Sheffield  |   |   |
| IMG  | Laura Trial  |   |   |
| LS  | Brian Shanks  |   |   |
| PM | Amy Boyd |  |  |

## IT/PPS Document Reference Matrix \*delete this page prior to submitting final charter

| IT/PPS NO. 04.10ISSUE NO. 1EFFECTIVE DATE: 4/26/2017 |
| --- |
| **Requirements** | **Tier 1 / Strategic** | **Tier 2 / Key** | **Tier 3 / Local** | **Phase/order** |
| **Business Case Summary** | Business case summary should be a 1-2-page document outlining the business case for the project, including any pertinent design decisions. | Business case summary should be a 1-2-page document outlining the business case for the project, including any pertinent design decisions. | Business case summary is optional and most likely would be included in the charter. | Initiation - Step 1 |
| **Project Charter** | Charter should be comprehensive, and include all necessary items. Charter must be signed by all key stakeholders of the project. | Charter should be comprehensive, and include all necessary items. Charter must be signed by all key stakeholders of the project. | Charter is usually an abridged version of those required by Tier 1 and Tier 2 projects. | Initiation - Step 2 |
| **Budget Approval** | The project budget must be approved by the vice president for Information Technology as part of the charter approval process. | The project budget must be approved by the AVP of the area managing the project if no additional funding is required. If additional funding is required, it must be approved by the vice president for Information Technology. | The project budget must be approved (or approval delegated) by the AVP of the area managing the project. | Initiation - Step 3 |
| **Project Management Plan** | A project management plan must be created and signed off by the vice president. | A project management plan is optional at AVP discretion and signed off by the AVP. | No project management plan is necessary. | Planning - Upon Charter Approval |
| **Gantt Chart with Dependencies** | The project manager must produce and maintain detailed Gantt charts with task dependencies. | The project manager must produce and maintain detailed Gantt charts with task dependencies. | Gantt chart is optional. | Planning - Upon Charter Approval |
| **Resource (staff) Assignments** | The project plan must include individual resource assignments. Resources assigned to the project must sign off on their task commitments and schedules with approval from their immediate supervisor. | Resources assigned to the project must sign off on their task commitments and schedules with approval from their immediate supervisor. | This process is managed locally by the AVP. | Planning - Upon Charter Approval |
| **Marketing and Communications Campaign Plan** | A detailed marketing and communications campaign plan must be created. It is led by and approved by the Information Technology Marketing and Communications coordinator as part of the project plan approval. | A detailed marketing and communications campaign plan must be created. It must be approved by the Information Technology Marketing and Communications coordinator as part of the project plan approval. | A marketing and communications plan must be created as part of the project planning process. | Planning - Upon Charter Approval |
| **Project Milestone** | At least one milestone must be applied to the division Milestone chart. | At least one milestone must be applied to the division Milestone chart. | Milestone may be required. | Planning - Upon Charter Approval |
| **Issues Log** | An issues log must be maintained and available to the project team and ITC. | An issues log must be maintained and available to the project team and ITC. | This process is managed locally by the AVP. | Monitoring & Controlling |
| **Project Reporting** | A project summary report will be presented to ITC monthly, which includes the issues log. | A project status report will be provided to ITC monthly. | Reporting can be done at ITC round table. | Monitoring & Controlling |
| **Project Sign Off** | A formal project sign-off is required. The sign-off includes detail regarding project goals and whether they were met or not met. | A formal project sign-off is required. The sign-off includes detail regarding project goals and whether they were met or not met. | The sign off completion process is managed locally by the AVP. | Closure - On Completion |