**Project Charter**

**SharePoint 20XX**

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| **Project** | SharePoint 20XX Implementation | |  |  |  |
|  |  | |  |  |  |
| **Created By** | Belinda Mencarelli | | **Date** |  | August 6, 20XX |
|  |  | |  |  |  |
| **Executive Sponsor** | Laura Schmidt | | **Project Champion** |  | Paul Burr |
|  |  | |  |  | |
|  |  | | | | |
| **Mission** | The mission of this project is to upgrade Washoe County from SharePoint 20XX to SharePoint 20XX in | | | | |
| **“Practical Problem to Solve** | order to improve internal collaboration and communication, tool performance, governance, user | | | | |
| **and/or Opportunity to** | agility, and intranet web design and usage. | | | |  |
| **Gain”** |  |  |  |  |  |
|  |  | |  |  |  |
| **Process** | Project Scope: | |  |  |  |
|  |  This project addresses “internally facing” SharePoint sites only. There is currently another | | | | |
|  |  | County project that will address constituent facing sites. | | |  |
|  |  A SharePoint training plan will be developed and implemented as part of this project. | | | | |
|  |  A governance plan will be developed that will seek to balance the need for the thoughtful | | | | |
|  |  | central TS oversight without hindering the agile use of the product. | | | |
|  |  A taxonomy will be adopted and used as the organizing principle for SharePoint | | | | |
|  |  | deployment, management, and use. | | |  |
|  |  | | | | |
| **Objectives** | Washoe County has been using SharePoint 2003 (free version) as a collaboration environment. The | | | | |
|  | pent up demand for collaboration, coupled with the flexibility and power of the tool, resulted in rapid | | | | |
|  | growth. The current system has outgrown its deployment and its management controls. | | | | |
|  | Implementing SharePoint 2013 will result in: | | | |  |
|  |  Improved collaboration and communication | | | |  |
|  |  | Improved performance |  |  |  |
|  |  | Improved governance |  |  |  |
|  |  | Improved user agility |  |  |  |
|  |  | Improved workflow capabilities | | |  |
|  |  | Intranet web design |  |  |  |
|  |  Ability for future customization/application development and integration with other | | | | |
|  |  | applications |  |  |  |
|  |  |  |  |  |  |
| **Deliverables** |  | Project Plan |  |  |  |

* Governance Plan
* Change Management Plan and Implementation
* Testing Plan and Implementation
* Go Live and On-going Support Plan and Implementation
* Training Plan and Documentation of SharePoint Websites and Included Functionality such as Workflow, Forms, Document Libraries and Lists, etc.

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| **Stakeholders** | Technology Services, Community Relations, all County departments (with varying degree) |

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|  |  |  |  | **Project Charter** |  |
|  |  |  |  | **SharePoint 20XX** |  |
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| **Team Members with** |  |  | Executive Sponsor – Laura Schmidt – sponsor the project across the County. | | |
| **Roles and** |  |  | Project Champion – Paul Burr – oversee project and champion project with departments. | | |
| **Responsibilities** |  |  | Project Lead – Belinda Mencarelli – manage project on day-to-day basis. | |  |
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|  |  |  | Project Team: | |  |
|  |  |  | Russ Hansen, Rick Morris, and Perry Higginbotham – System Admin | |  |
|  |  |  | Beth Todd – Senior Business Systems Analyst | |  |
|  |  |  | Kelly Mullin – eGov Information Officer | |  |
|  |  |  | Veronica Frankel – Organizational Development Manager | |  |
|  |  |  | Departmental Users – lend subject matter expertise for data gathering, analysis, and | | |
|  |  |  | recommendations, testing, process expertise and content management. | |  |
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| **Resources** | Core team members will need to attend formal training. | | | |  |
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| **Assumptions** |  |  | Not all data will be migrated from the current SharePoint site. | |  |
|  |  |  | TS and Finance will be the “pilots” for intranet site web development and forms/workflow. | | |
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| **Risks** | Possible Risks Include: | | | |  |
|  |  |  | Departmental bandwidth. | |  |
|  |  |  | Adversity to change. | |  |
|  |  |  |  | | |
| **Boundaries** |  |  | Some functionality within SharePoint 2013 may not available with Exchange 2010, which the | | |
|  |  |  | County is currently using. | |  |
|  |  |  | No customized application development is in the scope of this project, although it will be | | |
|  |  |  | addressed in later phases and/or projects. | |  |
|  |  | | | | |
| **Communications and** | Communication will be managed by the project lead and will leverage all County communication | | | | |
| **Change Management** | vehicles as needed to promote transparency and involvement. | | | |  |
|  | Additionally, this project will use the Department Head Meeting forum, when possible, to give | | | | |
|  | updates, garner support, and have timely conversations about the project’s scope, progress, etc. | | | | |
|  | On a more day-to-day, tactical basis, the project team would like to work with a point person in a | | | | |
|  | given department. For departments that have an IWG member, this would likely be the contact | | | | |
|  | person. For departments that do not have an IWG member, the department head will be asked to | | | | |
|  | provide a point person. However, the entire list will be validated by the department heads. | | | | |
|  |  | | | | |
| **Decision Making** | Implementation team will be empowered to make decisions for the project. All significant decisions | | | | |
| **Process** | or disputes will be brought to the Executive Sponsor. | | | |  |
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| **Schedule (High Level)** |  | Start Date: 06/18/13 | | |  |
|  |  | End Date: 01/27/14 | | |  |
|  |  | Major Milestones: | | |  |
|  |  |  | Project Team Identified | | 06/18/13 |
|  |  |  | Department Head and ITAC Meetings | | 10/09/13 |
|  |  |  | Deliverable Check Points: | |  |
|  |  |  |  | Governance Plan | November 2013 |
|  |  |  |  | Project Plan | December 2013 |
|  |  |  |  | Testing Plan | February 2014 |
|  |  |  |  | Change Management Plan | February 2014 |
|  |  |  |  Training Plan and Documentation | | February 2014 |
|  |  |  |  Go Live with Pilot Department - TS | | March 2014 |

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