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|  |  |  |  | PROJECT CHARTER | | |  |
|  |  |  |  | TEMPLATE | | |  |
|  |  |  |  |  |  |  |  |
| **Project Title:** |  |  |  |  |  |  |  |
| **User Dept.:** |  | **Project Number:** | | |  |  |  |



**Project Objectives:**

Define the reason the project is being undertaken. This section may refer to a business case, the strategic plan, external factors, contract or any other document or reason for performing the project.

**Project Description/High Level Requirements:**

Define the high-level conditions, quality or capabilities that must be met to satisfy the purpose of the project. Describe the product features and functions that must be present to meet stakeholders’ needs and expectations. This section does not describe the detailed requirement as those are covered in requirements documentation for final scoping.

**Alignment with Corporate Objective**

Indicate how the project objectives align with corporate objectives in the 5-Year Corporate Strategic Plan. Otherwise, indicate any regulatory requirements or needs to justify the implementation of the project.

**Project Benefits**

What are the benefits to VRA or the user department when project is implemented

**Assumptions and Constraints:**

Outline assumptions and constraints to guide the planning and implementation of the project.

**Perceived Risks:**

Outline perceived project risks and suggest mitigation measures. These will later be entered into a Risk Register as planning for the project to begin. (this may include but not limited to what is listed in appendix A of the CAPEX guideline)

**Time Schedule:**

The expected start and finish dates

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**High Level Cost Estimate and Cash Flow:**

* The estimated product cost and project management cost **.**
* High level (quarterly) cash flow over project life cycle

**Procurement Strategy:**

Indicate preferred method of procurement and the level of local content for the project.

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| PROJECT CHARTER TEMPLATE- PMO | 1 |

**Related Projects/Dependencies**

**Expert Consultations**

Indicate subject matter experts contacted for the various aspects of the IPB and FPB Stages

**Funding Source**

|  |  |  |  |  |  |  |  |  |
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|  | **Summary Milestones** | | | |  |  | **Due Date** |  |
|  | Significant events in the project. These can include the completion of key | | | | |  | Completion date |  |
|  | deliverable, the beginning or completion of a project phase or product acceptance. | | | | |  | of the milestone. |  |
|  |  |  |  |  |  |  |  |  |
|  | **High Level Payment Schedule:** | | | |  |  |  |  |
|  | Projected payments that go with stipulated milestones. | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Project Manager and Management Team** | | | |  |  |  |  |
|  | **Name** | |  |  | **Designation** | |  |  |
|  |  |  |  |  | Project Manager | | |  |
|  |  |  |  |  | …….. Coordinator | | |  |
|  |  |  |  |  | …….. Coordinator | | |  |
|  |  |  | |  |  |  |  |  |
|  | **Project Director(Sponsor’s Rep.)** | | | |  |  |  |  |
|  |  |  | |  |  | |  |  |
|  | Name |  | Sign./ | | Date |  |
|  | **Branch Head** | | | |  |  |  |  |
|  |  |  | |  |  | |  |  |
|  | Name |  | Sign./ | | Date |  |
|  | **Chief Executive (Sponsor)** | | | |  |  |  |  |
|  |  |  | |  |  | |  |  |
|  | Name |  | Sign./ | | Date |  |

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| --- | --- |
| IPB-TEMPLATE | 2 |