

**Client Name: \_\_\_\_\_\_\_\_\_\_\_**

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRJ.CH – Project Charter**

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| edited by: | **author** | approved by: | **reviewer** |  |
| unit: | **unit\_name** | doc ID: | **doc ID:** |  |
| version: | **n.m** | issue date: | **dd/mm/yyyy** | doc. model |



Confidentiality notes ***Document is for internal project use only***

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** PRJ.CH – Project Charter**

 **<Client Name – Project Name>**

Document status



**version  date  summary of changes  (approved by)**

Summary of changes



**List of main changes applied to previous version:**

Attachments:



|  |  |  |  |  |  |  |  |  |
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 **PRJ.CH – Project Charter**

 **<Client Name – Project Name>**

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| --- | --- | --- | --- | --- |
|  |  |  | ***Contents*** |  |
| 1 | INTRODUCTION ......................................................................................................... | 4 |
|  | 1.1 | AIM ................................................................................................................... | 4 |
|  | 1.2 | REFERENCES ...................................................................................................... | 4 |
|  | 1.3 | CLIENT CONTACT DETAILS ................................................................................... | 4 |
|  | 1.4 | DEFINITIONS ..................................................................................................... | 4 |
|  | *1.4.1* | *GLOSSARY ....................................................................................................* | *4* |
|  | *1.4.2* | *ACRONYMS/ ABBREVIATIONS ............................................................................* | *5* |
| 2 | 1.5 | DOCUMENT....................................................................................................................STRUCTURE...................................................................................... | 5 |
| Charter |  | 6 |
|  | 2.1 | DESCRIPTION ........................................................................................................ | 6 |
|  | 2.2 | BUSINESS JUSTIFICATION .......................................................................................... | 6 |
|  | 2.3 | PROJECT REQUIREMENTS ........................................................................................... | 6 |
|  | 2.4 | ESTIMATED LEVEL OF EFFORT AND SCHEDULE ................................................................... | 6 |
|  | 2.5 | RISKS, ASSUMPTIONS AND CONSTRAINTS ....................................................................... | 6 |
| 3 | 2.6 | KEY ROLES............................................................................................................................................................................................................................ | 6 |
| Signatures | 7 |



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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| edited by: | author |  | approved by: |  | reviewer | version: |  | n.m |
| unit: |  | unit\_name |  | issue date: |  | dd/mm/yyyy | pp.: |  | 3/7 |
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SMP\_RMB.PRJ.CH 2.0

 **PRJ.CH – Project Charter**

 **<Client Name – Project Name>**

**1** **INTRODUCTION**

1. **AIM**

The aim of this document is to provide a statement of the scope, objectives and participants in the project. It provides a preliminary delineation of roles and responsibilities, outlines the project objectives, identifies the main stakeholders, and defines the authority of the project manager. It serves as a reference of authority for the future of the project. The terms of reference is usually part of the project charter.

1. **REFERENCES**

*List supporting documentation with appropriate references:*

*Example:*

* *[DOC 1]*

o *“Financial Products” – Excel Document*

o *Version 1.0 of 22/11/2007*

*Supporting evidence must also include the minutes of key meetings where necessary.*

1. **CLIENT CONTACT DETAILS**

Client contact details for the Project Charter are listed below.

*List the contact persons chosen by the Client for these activities, such as:*

* *Name, Surname and any other useful details*
* *Role/company position*
* *Department*
* *Role and responsibilities*

*Example:*

* *Name: Paolo Rossi – Paolo.Rossi@Cliente.it, Tel 011.12312311*
* *Company role: Marketing manager*
* *Department Marketing*
* *Role in project/activity: Functional Requirements Manager*
1. **DEFINITIONS**
2. **GLOSSARY**

*List any technical words used in the document, with the relevant definition*

*Example:*

**

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| unit: |  | unit\_name |  | issue date: |  | dd/mm/yyyy | pp.: |  | 4/7 |
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SMP\_RMB.PRJ.CH 2.0

 **PRJ.CH – Project Charter**

 **<Client Name – Project Name>**

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|  |  |
| --- | --- |
| ***Record*** | *A record is a contract which has not yet come into force* |
|  |  |
| ***Funding*** | *Funding refers to…* |
| ***..*** | *..* |

1. **ACRONYMS/ ABBREVIATIONS**

*List acronyms and abbreviations used in the document, with the relevant definition*

**

|  |  |
| --- | --- |
| ***BAM*** | *Business Activity Monitoring* |
| ***BPM*** | *Business process management* |
| ***BPM*** | *Business Process* |
| ***BRL*** | *Business Rule* |
| ***EAI*** | *Enterprise Application Integration* |
| ***EPC*** | *Event Process Chain* |
| ***KPI*** | *Key Performance Indicator* |
| ***…*** | *…* |

1. **DOCUMENT STRUCTURE**

This document is divided into the following sections:

* **INTRODUCTION**

This section describes the aims, main references and document structure.

* **CHARTER**

This section contains the core contents of the charter.



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| unit: |  | unit\_name |  | issue date: |  | dd/mm/yyyy | pp.: |  | 5/7 |
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SMP\_RMB.PRJ.CH 2.0

 **PRJ.CH – Project Charter**

 **<Client Name – Project Name>**

**2** **CHARTER**

This section contains description, business justification, project requirements, estimated level of effort and schedule, risks, assumptions, constraints and key roles.

1. **Description**

*Identify the name of the project and a simple project description.*

1. **Business Justification**

*Specify why this project is strategic and indicate some sort of metrics by which the sponsor will be able to determine if the project lived up to its expected potential.*

1. **Project Requirements**

*This can also include the objectives and most importantly, the project’s vision statement— should be a motivator to the team. Summarize the basic requirements.*

**

|  |  |  |  |
| --- | --- | --- | --- |
| *Feature* |  | *MH* | *Description* |
| *1* |  | *Y* | *Feature 1 Description* |
| *2* |  | *N* | *Feature 2 Description* |
| *…* |  | *…* | *…* |
| *…* |  | *…* | *…* |
| *…* |  | *…* | *…* |

*Legend: In the Must Have (MH) column, type a “Y” if the feature is absolutely required*

1. **Estimated Level of Effort and Schedule**

*Give a summary of the overall headcount requirements and a rough schedule range. Both need to fit into the overall goals of the project since cost and timing are critical as to whether the project or project phase will be approved.*

* *Headcount: XX people (by job function)*
* *Rough schedule range: Delivery in the Q4 timeframe*
1. **Risks, Assumptions and Constraints**

*It is an understanding of internal and especially external risks, assumption and/or constraints. There can be a time to market assumption, or a budgetary constraint, and so on.*

*It’s a preliminary analysis, you don’t need to be exhaustive.*

1. **Key Roles**

*Indicate who the project manager is, where the resources are going to come from, and who will have the overall authority to make decisions – use RACI, if applicable.*

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SMP\_RMB.PRJ.CH 2.0

 **PRJ.CH – Project Charter**

 **<Client Name – Project Name>**

**3** **SIGNATURES**

****

***PM***

*Your name*

*Your Title*

 *Date Submitted*

***Sponsor***

 *Sponsor’s name*

 *Sponsor’s Title*

 *Date Accepted*

**

**Acceptance **

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