**PROJECT CHARTER**

1. **SCOPE**

This Quality Work Instruction (QWI) defines the Enterprise Project Management Office (EPMO) Project Charter as the procedure to effectively document the business needs, goals, objectives, scope, and budget to provide senior management the information necessary to authorize project work and project activities to satisfy stakeholder needs and expectations. The Project Charter is completed as part of the [0300-0310-005-C PROJECT INITIATION](https://it.nc.gov/media/1003/open) procedure within the [0300-0300-005-B PROJECT MANAGEMENT PROCESS](https://it.nc.gov/media/1002/open).

1. **OWNER**
	1. The Enterprise Project Management Office (EPMO) Director owns this QWI. No changes, additions or alterations may be made without the owner’s written approval.
2. **REFERENCE DOCUMENTS**

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| --- | --- |
| **DOCUMENT IDENTIFICATION** | **DOCUMENT TITLE** |
| NC General Statute143C-2-1 | GOVERNOR IS DIRECTOR OF THE BUDGET |
| NC General Statute143B-1340 | PROJECT MANAGEMENT |
| NC General Statute143B-1341 | PROJECT MANAGEMENT STANDARDS |
| 0100-0800-010-B | **FORMS AND RECORDS CONTROL** |
| 0300-0300-005-B | [PROJECT MANAGEMENT PROCESS](https://it.nc.gov/media/1002/open) |
| 0300-0310-005-C | [PROJECT INITIATION](https://it.nc.gov/media/1003/open) |
| 0300-0310-015-C | [PROJECT FINANCIAL ASSESSMENT](https://it.nc.gov/media/1006/open) |
| 0300-0310-020-C | [PROJECT ASSESSMENT TYPE](https://it.nc.gov/media/1118/open) |

1. **ASSOCIATED FORMS**

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| **FORMS IDENTIFICATION** | **FORM TITLE** |
| 0300-0310-010-D | [PROJECT CHARTER FORM](https://it.nc.gov/media/1005/open) |
| 0300-0310-015-D | [PROJECT FINANCIAL ASSESSMENT FORM](https://it.nc.gov/media/1007/open) |
| 0300-0310-020-D | [PROJECT ASSESSMENT TYPE FORM](https://it.nc.gov/media/1119/open) |

1. **DEFINITIONS**
* NONE
1. **PROCEDURE**

Agency Project Managers (PMs) will complete the [0300-0310-010-D PROJECT CHARTER FORM](https://it.nc.gov/media/1005/open) as described in this procedure, and post the completed document to the Project Document Library in the Touchdown System as required in [0300-0310-005-C PROJECT INITIATION](https://it.nc.gov/media/1003/open). The Project Charter is a key component of the project Business Case.

**NOTE:** *The Project Charter Form is completed as a project detail page in the Touchdown System, but these forms can be used by Project Managers as a template.*

* 1. **Project Information** (Section 1.0) - Provide basic information to include agency/project name, business owner, business division, portfolio manager, project manager, proposed start/end date, implementation date (when known), estimated Total Cost of Ownership (TCO) cost and benefits [from 0300-0310-015 PROJECT FINANCIAL ASSESSMENT FORM](https://it.nc.gov/media/1007/open), and project assessment type (risk) from [0300-0310-020-D PROJECT ASSESSMENT TYPE FORM](https://it.nc.gov/media/1119/open).
	2. **Executive Summary** (Section 2.0) - Provide a brief (3-5 lines) summary of the project.
	3. **Project Details** (Section 3.0) - Summarize key aspects.
		1. Strategy, Goals and Objectives (Section 3.1) - Describe the strategy used to deliver the project. Include primary business goals and objectives.
		2. Procurement Method (Section 3.2) – Select the method(s) to procure the delivery of the solution.
		3. IT Strategic Plan (Section 3.3) – Describe if this project is part of the IT Strategic Plan, an Expansion Budget Request, a Legislative Requirement and/or an Operational Requirement.
		4. IT Strategic Plan Reference (Section 3.4) – Identify where this project can be found in the IT Strategic Plan.
		5. Benefits and Impacts (Section 3.5) - Describe the project benefits and impacts.
		6. Key Deliverables (Section 3.6) - Identify key deliverables.
		7. Assumptions and Constraints (Section 3.7) - Describe important assumptions or constraints that could impact the project outcome.
		8. Dependencies (Section 3.8) - Identify key dependencies required to achieve project goals and objectives.
	4. **Project Organization and Roles** (Section 4.0) - Insert the project organization chart. Describe the project organization and roles needed to deliver the project. Include required resources yet to be identified, business ownership, governance or executive steering committees and enablers (procurement, contracts, finance, budget, architects, analysts, security, etc.)
	5. **Project Estimated Cost and Funding Source Summary** (Section 5.0) - This information flows from the [0300-0310-015-D PROJECT FINANCIAL ASSESSMENT FORM](https://it.nc.gov/media/1007/open).
	6. **Supporting Plans and Documents** (Section 6.0) - Include the Basic Project Schedule, Project Financial Assessment and Project Assessment Type (risk) forms as well as any additional material as required by the agency.
	7. **Project Charter Review and Approval** (Section 7.0) - The Agency PM and assigned Project Management Advisor (PMA) will review the Project Charter prior to submitting it for Agency approval. The Project Charter Form may be used to support agency internal review and approval processes, such as the PMO concurrence and non-concurrence. The Agency Chief Information Officer (Agency CIO) and Agency Chief Financial Officer (Agency CFO) shall review and approve the Project Charter prior to submission of the Business Case for SCIO approval.

*(****Note:*** *The SCIO is the final approval authority for all IT Projects per General Statute (G.S. 143B). The Director, Office of State Budget and Management (OSBM) is the ultimate funding approval authority for all IT Projects per General Statute (G.S. 143C).)*

1. **RECORDS**
	1. Unless otherwise specified in this Procedure/QWI, Records shall be maintained in accordance with 0100-**0800-010-B FORMS AND RECORDS CONTROL** procedure.
2. **REASON FOR CHANGE**
	1. Updated section 6.0 PROCEDURE to provide clarification and align with TOUCHDOWN System.
	2. Change EPMO Manager to EPMO Director.
	3. Updated General Statutes references to reflect new numbering scheme.
	4. Added two new data points, IT Strategic Plan and IT Strategic Plan Reference.
	5. Added four new fields, Business Owner, Business Division, Portfolio Manager and Procurement Method.