***Instructions:***[0300-0310-010-C PROJECT CHARTER](https://it.nc.gov/media/1004/open)

# 1.0 Project Information

|  |  |
| --- | --- |
| **Agency:** |  |
| **Project Name:** |  |
| **Business Owner(s):** |  |
| **Business Division:** |  |
| **Portfolio Manager:** |  |
| **Project Manager:** |  |
| **Proposed Start Date:** |  |
| **Proposed End Date:** |  |
| **Implementation Date:** *(when known)* |  |
| **TCO:** |  |
| **Benefits:** |  |
| **Project Assessment Type:** *(from* [0300-0310-020-D PROJECT ASSESSMENT TYPE FORM](https://it.nc.gov/media/1119/open)*)* | High  Medium  Low |

# 2.0 Executive Summary

*(Provide brief summary of project in 3-5 lines)*

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|  |

# 3.0 Project Details

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| **3.1 Strategy, Goals and Objectives** |
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| **3.2 Procurement Method** |
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| **3.3 IT Strategic Plan** |
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| --- |
| **3.4 IT Strategic Plan Reference** |
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| **3.5 Benefits and Impacts** |
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| **3.6 Key Deliverables** |
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| **3.7 Assumptions and Constraints** |
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| **3.8 Dependencies** |
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4.0 Project Organization and Roles

*(Organization Chart)*

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5.0 Project Estimated Cost and Funding Source Summary

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| --- | --- |
| **Project Cost** *(from* [0300-0310-015-D PROJECT FINANCIAL ASSESSMENT FORM](https://it.nc.gov/media/1007/open)*)* | |
| **Item** | **Estimated Costs** |
| Agency Personnel (531xxx) |  |
| External Labor (Short Term Contract/Temp; Excluding OITS Project Resources) |  |
| Vendor RFP |  |
| DIT Services (Including Project Staffing Resources) |  |
| Hardware and Infrastructure |  |
| Software |  |
| Software as a Service |  |
| Other (Describe) |  |
| 5 Years O&M |  |
| TCO |  |
| Basis of Estimate | Initial (-25%/+75%)  Refinement (-10%/+25%)  Baseline (-5%/+10%) |

# 6.0 Supporting Plans and Documents

|  |  |
| --- | --- |
| **Name** | **Location / URL** |
|  |  |
|  |  |

# 7.0 Project Charter Review and Approval

| **Title** | **Name** | **Signature** | **Recommendation** | **Comments** | **Date**  **(MM/DD/YYYY)** |
| --- | --- | --- | --- | --- | --- |
| Business Owner |  |  | Initiator - NA |  |  |
| Agency PMO |  |  | Concur  Non-Concur |  |  |
| Additional (list) |  |  | Concur  Non-Concur |  |  |
| **Title** | **Name** | **Signature** | **Approval** | **Comments** | **Date**  **(MM/DD/YYYY)** |
| Agency CIO |  |  | Yes  No |  |  |
| Agency CFO |  |  | Yes  No |  |  |

# *The signatures above indicate an understanding of the purpose and content of the Project Charter. By signing this document or emailing approval of this document, they are agreeing to approve the Project Charter.*