Purpose: This simple project charter form provides the framework for defining the key aspects of your project and ensuring that all stakeholders are aligned on the objectives, scope, and deliverables.

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| **Project Charter** |
| **Project Name** | **Project Sponsor** |
| **Date:** Click or tap to enter a date. | **Project Managers** |
| **Project Summary:**Briefly state the overall goal of the project. |
| **Project Scope:**Likst the key activities included in the project. |
| **Deliverables:**List the key outputs for the project |
| **Internal Stakeholders:** Key internal departments or individuals involved in the project |
| **External Stakeholders:** List key external parties involved |
| **Project Success Criteria***Completion of the project within budget and on schedule, Positive feedback from pilot participants, Increased customer satisfaction scores, Reduced service call volume.* |
| **Project Timeline**Start Date: Click or tap to enter a date.End Date:Click or tap to enter a date. | **Project Budget**Total Project Budget:Funding Source: |
| **Project Sponsor Approval****Date** Click or tap to enter a date. | **Project Manager Approval****Date** Click or tap to enter a date. |

**Project Baseline & Fact Gathering**

Purpose: this form should be completed collaboratively with key stakeholders to ensure everyone is aligned to the project objectives and scope. The information gathered int his will be used to create a project baseline, which will serve as a reference point for tracking progress and adjusting as needed

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| **#** | **TOPIC** | **Contents** |
| **1** | **Project Objectives** | * **What are the primary goals of this project?**
* **What specific business problems or opportunities are you trying to address?**
* **What are the desired outcomes of the project?** *(increased revenue, improved customer satisfaction, reduced costs)*
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| **2** | **Project Scope** | **Inclusions:*** What specific activities, deliverables, and tasks are included within the scope of this project?
* What are the key features or functionalities of the project?

**Exclusions:*** What activities, deliverables, and tasks are not included within the scope of this project?
* What are the limitations or constraints of the project?
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| **3** | **Project Assumptions** | **What assumptions are being made about the project?*** *"Availability of resources," "Market conditions will remain stable," "Technology will function as expected."*
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| **4** | **Project Constraints** | * **What are the key constraints that may impact the project?**
* *Budget limitations, Time constraints, Resource limitations, Regulatory requirements, Technical limitations.*
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| **5** | **Project Risks** | * **What are the potential risks that could impact the project?**
* *Technical challenges, Budget overruns, Schedule delays, Resource shortages, Changes in business requirements.*
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| **6** | **Stakeholders** | **Internal Stakeholders:*** Who are the key internal stakeholders involved in this project?
* What are their roles and responsibilities?

**External Stakeholders:*** Who are the key external stakeholders involved in this project?
* What are their roles and responsibilities?
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| **7** | **Project Resources** | * **What resources are required for this project?**
* *Human resources (skills, experience), Equipment, Software, Budget, Materials.*
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| **8** | **Communication Plan** | * **How will information be communicated within the project team?**
* **How will stakeholders be kept informed of project progress?**
* **What communication tools will be used?** *(meetings, email, project management software)*
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| **9** | **Decision Making Process** | * **How will key project decisions be made?**
* *Consensus, Voting, Approval by project sponsor.*
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| **10** | **Project Artifacts & Documentation** | * **What project documentation will be maintained throughout the project lifecycle?**
* *(Project charter, Risk register, Issue log, Change requests, Status reports.*
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**SWOT Analysis**

**Strengths, Weaknesses, Opportunities, Threats**

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| **Strengths (S)**1. Team Commitment
2. Experienced and Knowledge Experts
3. Clear Scope, Objectives, Roadmap
4. Regulatory Compliance Understanding
5. Project Management Professionals (PMP) and compliance automatically built into this work
 | **Weaknesses (W)**1. Employee Resistance to Changes
2. Resource Constraints and Bottlenecks
3. Lack of Motivation without Training
4. Incomplete Documentation/ Unknown process
5. Project Deadlines
6. Lack of Risk Mitigation Understanding
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| **Opportunities (O)**1. Improved Daily Efficiency & Consistency
2. Cost Reduction and Greater Decision-Making
3. Greater Employee Onboarding process
4. Enhanced Quality in Services/ Products
5. Responsibilities Defined & Accountability
6. Employee Empowerment/ Confidence
7. Market Advantage
8. Risk Reduction
 | **Threats (T)**1. Employee Fatigue feeling information overload
2. Competitive Pressure
3. Regulatory Changes
4. Resource Limitations/ Lack of Prioritization
5. Technology Issues
6. Lack of Employee Understanding during initial project rollout (heavy training required)
7. Employee Turnover/ Lack of Knowledge Transfer
8. Lack of commitment of managers to enforce compliance and usage
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