**Attachment: Project Charter Template**

The **Project Charter** is used to “frame” the project initiative and initially includes the project Statement of Work, project objectives, stakeholder assessment, project assumptions and communication plan. The Statement of Work indicates at a high level the project’s functional requirements (what the client is requesting) and what telecommunications disciplines are seen as part of the solution. In the planning phase, the Project Charter is updated with the Scope of Work providing a detailed “explosion” (drill down) of the Statement of Work. It will contain detailed functional requirements as determined in the planning discussions with the client and other stakeholders. The Scope of Work to some degree will speak in technical terms but is not meant to be a technical design/specification.

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# Office of Information Technology (OIT) Project Charter

**Project Name** **Project number: xxxx-xxxx**

**Version: x.x**

**Prepared by: name OIT Project Management Office**

**Date**

## Document Revision Log:

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Reviewed by |
| v 1.0 |  |  |  |
| v 2.0 |  |  |  |
| v 3.0 |  |  |  |

**Summary of revisions:**

**Section 1: Project Statement of Work (summary and objectives):**

**Section 2: Project Scope of Work (and functional requirements):**

**Section 3: Project Assumptions:**

**Section 4: Project Milestones (projected):**

|  |  |  |  |
| --- | --- | --- | --- |
| milestone | Target date | notes |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Project Stakeholders:**

|  |  |  |  |
| --- | --- | --- | --- |
| name | organization | email | phone |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Project Team Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| name | organization | email | phone |
|  |  |  |  |
|  |  |  |  |
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**Communication Plan:**