

Project Charter Report

<Project Name>

<Department Name>

<Version Number>

Document history

Date	Version	Author	Reviewed by	Approved by	Description
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1. Introduction

1.1. Document Purpose

1.2. Scope of this document

1.3. Intended Audience

2. Project Definition

2.1. Background

2.2. Objectives

2.3. Benefit & Outcome

2.4. Project Scope

2.4.1. Functional & Detailed Project Scope

2.4.2. Legal Entity

<Owner of the project from Govt. Department>

2.4.3. Scope Assumptions & Exclusions

2.4.4. Project Site

2.5. Vendor Approach

2.5.1. Stage Wise Approach

3. Project Plan

3.1. High Level Project Plan

Phases Task / Activity	Time in Months						T= Project Start					
	1	2	3	4	5	6	Total (6 Months)					
Project Initiation Kick-off	█											
Project Planning & Scheduling	█											
Inception report Preparation & Submission	█											
Inception Report review & Sign-off	█	T + 2 Weeks										
Evaluate International Best Practice	█	█										
Review GEA Initiatives in Nepal	█	█										
Identification of the scope for Architectural Design	█	█										
Questionnaire for departments involved in As-Is assessment		█										
Interaction with different Stakeholders & Technical Team		█										
Voice of Stakeholders Questionnaires		█										
Workshop to review & Guide the teams		█										
Assessment Report Preparation & Submission		█										
Assessment Report review & Sign-off		█	T + 6 Weeks									
Define To Be Scope & Architecture		█										
Functional & Technical Specification			█									
Perform GAP Analysis			█									
To-be Report Preparation & Submission			█									
To-Be Report review & Sign-off			█	T + 12 Weeks								
Defining & Structuring Meta Data Model of GEA in Nepal				█								
Design Artifacts				█	█							
Create the EA Framework & M&E Framework					█							
Develop the Blue Print and the EA Process					█							
EA roadmap report Preparation & Submission					█							
EA Roadmap report review & Sign-off					█	T + 22 Weeks						
Finalize Training Modules					█							
Prepare Training Courses & Material						█						
Training						█						
Training Report Submission & Sign-off						█	T + 26 Weeks					
Project Closure Report Submission& Sign-off						█						
Project Closure						█	T + 26 Weeks					

3.2. Key Milestones & Deliverables

Sl. #	Deliverables	Duration
		T= Project Start
1	Inception Report	T + 2 Weeks
2	Assessment Report/ As-Is Study Report	T + 6 Weeks
3	Gap Analysis & To Be Report	T + 12 Weeks
4	Design Artifacts & EA Implementation Roadmap Report	T + 22 Weeks
5	Capacity Building & Training Report	T + 26 Weeks
6	Project Closure	T + 26 Weeks

3.3. Payment Milestone

3.4. Assumptions/Dependencies

4. Project Governance, Role & Responsibilities

4.1. Project Organization Structure

Role Name	Responsibilities
Steering Committee	<ul style="list-style-type: none"> ✓ Provide overall guidance and strategy to the project in terms of direction, objectives and progress ✓ Review overall progress periodically from project governance perspective ✓ Provide strategic direction to resolve project issues ✓ Provide policy level decision such as formation of new committee, provisioning new guidelines, introducing new forms or template etc.
Central Support Team	<ul style="list-style-type: none"> ✓ Provide all technical and functional support, guidance and best practice input, as required ✓ Review the deliverables and sign off the deliverables ✓ Take decisions on technical and functional aspects collaboratively considering all dimensions of the project. ✓ Arrange meeting with external departments and internal review meetings; facilitate all the project related need.
Project Team	<ul style="list-style-type: none"> ✓ Will be responsible for day to day project execution

4.2. Project Steering Committee

<Formation and List of Member of Project Steering Committee if required>

4.3. Central Support Team

<This committee will look after all techno-functional aspects of the project on day to day basis. Formation and List of Member of Central Support Team>

4.4. Project Team (Vendor) – Key Personals

4.5. Project Team (Department) – Key Personals

4.6. Technical Committee (Department)

<Optional>

5. Stakeholder & Communication Management

5.1. Communication Reports/Documents

5.2. Issue Escalation Mechanism

<Example to be put here>

5.3. Escalation Matrix (to be tailored as per needs & Department org/operations structure)

6. Risk Analysis

6.1. Risk Analysis

7. Quality Management

7.1. Quality Assurance Responsibilities

8. Change Control

8.1. Change Control Board (CCB)

<Formation of Change Control Board. List of All Members>

8.2. Change Control Process

<Process Flow of Change Management Process>

9. Project Controls

This section provides an overview of the control mechanisms and criteria that will be applied to this programme/project.

9.1 Project Management

The project will be monitored and controlled using <name of project management methodology> and Project Control Documents along with project control software; e.g., MS-Project, project logs databases. These control documents are developed using standard accepted methodology based on PMI guidelines that in turn are based on best practices as described in the Project Management Book of Knowledge (PMBOK).

The project will address the project management areas (Integration Management, Scope Management, Time Management etc.).

9.2 Quality Management

- All Deliverables will be reviewed and approved by the <vendor name> Project Manager before sharing the Client. If the deliverable is created by the <vendor> Project Manager, the Project Director from client side will review and approve the deliverable.
- All Project Deliverables once presented to the client, will be reviewed and ultimately approved by the client Project Director (PD) in a timely manner.
- All Source Codes will be unit tested, system integration tested by <vendor name> before sharing with the client.
- Client will perform User Acceptance Testing (UAT) on source code that have passed <vendor name> System integration test. <Department Name> will be responsible for coming up with the UAT test cases in a timely manner prior to the start of execution of the test.
- Detailed Logs will be maintained for QA of all deliverables. The format should conform to <Vendor Name> Project Management Standards.
- Defect logs will be kept for defects arising from the all the tests. The format will be provided by Department.
- All Deliverable formats must conform to the standard artifacts shared by department.