



System Development and Life-Cycle Management (SDLCM) Methodology

Subject Project Charter	Type	Standard
	Identifier	S-1051
	Effective Date	October 1997
	Revision No.	

Approval

CISSCO Program Director

A. PURPOSE

This standard specifies the content and format requirements for a Project Charter.

B. APPLICABILITY

This standard applies to all projects developing or integrating systems that enter the SDLCM Methodology at Component 1, Define Initial Project Requirements.

It is used by those persons who develop and review project charters.

C. REFERENCE PUBLICATIONS

The following publications contain related information:

- *SDLCM Methodology Handbook*, Component 1, Define Initial Project Requirements
- *SDLCM Methodology Handbook*, Appendix B, Roles and Responsibilities
- Project Initiation Plan (if the project is a result of Enterprise Integration/Migration activities)
- *Enterprise Integration/Migration Strategy*
- *IRM Capital Planning and Investment Control (CPIC) Requirements*

D. STANDARD

The project charter is a management document used to initiate an NRC project that will be developed under the CISSCO Program using the SDLCM Methodology. The project charter identifies the high-level goals and objectives of the project. It specifies the project's key personnel, including the Executive Sponsor and Overall Project Manager, and commits their time and resources. It provides the background, scope, and a high-level approach for its development. It also identifies any constraints and critical success factors necessary to the management of the project.

The following paragraphs describe the content of each section of the Project Charter. Add other topics necessary to provide a complete picture of the planning elements. Sections and subsections that are not applicable should *not* be deleted; they should indicate "not applicable."

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1. INTRODUCTION

Provide the project's complete name and its acronym, if applicable.

1.1 Background Summary

Describe the background for the project from the client's perspective. Explain why the project is being initiated, its importance to the client, the specific results or long-term objectives that are desired, and this project's contribution to the overall strategy. Reference the project's approval or authorization citation, such as a Capital Planning and Investment Control (CPIC) requirement or a dated Staff Requirements Memorandum. Include any other information that is necessary for understanding the background of the project.

1.2 Project Objectives

Describe the project's overall goal or purpose from the customer's perspective. Include information on the business problem to be solved or the product to be developed by the project.

List the specific objectives that the project will complete to fulfill the overall goal or purpose. Use active verbs such as, analyze, develop, test, and produce, in describing each objective.

1.3 Scope

Describe the CISSCO Program interface with the customer organization. Identify any management agreements on which the success of the project is based.

Specify the boundaries of the project, including its target users; interfaces (that is, the business areas that will be affected by the project and any systems or databases to which the project will extract or provide information); and resource support for staffing, technology (for example, computers, communications), and facilities.

Specify any constraints on the project, such as, the funding available, the project duration, support organizations, and any outstanding issues or to-be-determined items. Include CPIC material summary as applicable.

2. PROJECT ROLES AND RESPONSIBILITIES

2.1 Executive Sponsor

Identify by name and organization, the project's Executive Sponsor, the person with overall responsibility for the project. The Executive Sponsor's role and general responsibilities are discussed in the *SDLCM Methodology Handbook*. Briefly describe the specific responsibilities for this project.

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2.2 Overall Project Manager

Identify by name and organization, the Overall Project Manager, the person with overall responsibility for planning the project and managing the project execution on a day-to-day basis. The Overall Project Manager's role and general responsibilities are discussed in the *SDLCM Methodology Handbook*. Briefly describe the specific responsibilities for this project.

2.3 Other Key Project Personnel and Stakeholders

Identify by name and organization, any other key project personnel and stakeholders, for example: Business Advocate, Business or Technical Project Manager, key users in the customer's organization, and Development Team members such as the quality assurance manager, system engineer, or system architect.

Discuss the time and resources commitment of each key participant.

Briefly describe any project-specific major responsibilities of the other key personnel.

3. PROJECT APPROACH

Describe, at a high level, the project management and technical approaches. Identify specific policies and directives that apply to the project. Also cite any applicable laws and regulations. Include the requirement to follow the SDLCM Methodology. If known at this early date, identify the delivery method or the life-cycle model that will be used in developing the project.

4. CRITICAL SUCCESS FACTORS

Identify the factors that will have the greatest effect on the successful completion of the project. Include items that could pose risks to the project, project deliverables, and performance measures. Include CPIC material summary as applicable.

5. APPROVAL SIGNATURES

The Executive Sponsor and Overall Project Manager sign and date the project charter to indicate their agreement. The Executive Sponsor may indicate other key personnel as additional signatories.