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| Project Charter |  |

# **Project Name**

Document date

## **Purpose of This Document**

This charter provides a high-level overview of the entire project. Created before work begins, it clearly defines scope, objectives, roles and responsibilities, budget, constraints, and risks. This transparent framework anticipates challenges, limits scope creep, and builds trust by creating shared understanding and expectations among project members and stakeholders.

The information in this charter may be updated and enhanced following the internal project launch and initial requirements gathering with the core team.

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| **Executive Summary** | The “what.” |
| **Project Justification** | The “why.” |
| **Project Objectives** | What do you hope to achieve? |
| **Project Start and End Dates** | Start date is often a general date (e.g., “May 2023”).  IMO, the project starts when you have budget approval and have issued your RFP. |
| **Core Team Members and Their Roles** |  |
| **Additional Stakeholders** | People such as your security folks, who aren’t key stakeholders but will need to sign off on a technology project, for example. |
| **Project Deliverables** |  |
| **Project Milestones** | The following is an example of key milestones for many website projects.  Some timelines may run in parallel (your project Gantt will have much more information than the broad strokes shown below):   |  |  | | --- | --- | | **Milestone** | **Typical Time Required** | | Internal project kickoff | 1 week | | RFP creation and issue | 1 week | | Vendor selection, SOW creation, contract | 6 weeks | | Vendor project kickoff and requirements gathering | 4 weeks | | Content strategy | 4 weeks | | Sitemap and wireframing | 4 weeks | | Site design | 4 weeks | | Site build // content creation | 10 weeks | | CMS training | 1 week | | Content migration | 2 weeks | | QA and testing | 2 weeks | | Launch | 1 week | |
| **Project Constraints and Assumptions** | Example of a constraint:   * This website will not be hosted on-premise.   Example of an assumption:   * The CMS for this website will be built on open-source technology. |
| **Project Acceptance Criteria** |  |
| **Budget** |  |

# Contact Information

Direct any questions about this document to:

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