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Project Charter

Toronto and Region Conservation Authority

Insert Project Name

101 Exchange Avenue, Vaughan, ON, L4K 5R6

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Name of Document here

Prepared by

Date 00, 2021

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# 1. Executive Summary

The executive summary should be a high-level summary of what issues or problems the project was created to correct. Typically, the executive summary also provides the background information and general statements regarding the project’s purpose or justification which will be covered in more detail in the appropriate section(s) of the charter.

# 2. Project Purpose/Justification

This section describes the purpose and justification of the project in the form of business case and objectives. The business case should provide the reasoning behind the need for this project as it relates to a function of TRCA business.

## 2.1 Business Need/Case

Identify the need (problem or opportunity) facing the organization in the form of a well-structured statement that addresses the problem or opportunity in no more than one or two sentences.

This section should explain the following:

* Where are we now? – by describing the current business environment
* Where do we want to be? – by describing the business objectives
* What is the business need? – by describing the problem or opportunity facing the organization and the associated proposed investment
* What has triggered the need for change? – by describing the drivers for change
* What are we trying to achieve? – by describing the business’ desired outcomes

## 2.2 Business Objectives

This section should list the Business Objectives for the project which should support TRCA’s corporate vision and objectives.

# 3. Project Description

This section provides a high-level description of the project. This description should not contain too much detail but should provide general information about what the project is, how it will be done, and what it is intended to accomplish. As the project moves forward the details will be developed, but for the project charter, high-level information is what should be provided.

## 3.1 Project Objectives and Success Criteria

Objectives should be SMART: Specific, Measurable, Attainable, Realistic, and Time-bound. The project manager must be able to track these objectives in order to determine if the project is on the path to success. Vague, confusing, and unrealistic objectives make it difficult to measure progress and success.

## 3.2 Key Requirements

The project team should develop a list of all high-level project requirements. These requirements are clear guidelines within which the project must conform and may be a result of input from the project sponsor, customer, stakeholders, or the project team.

## 3.3 Constraints

Constraints are restrictions or limitations that the project manager must deal with pertaining to people, money, time, or equipment. It is the project manager’s role to balance these constraints with available resources in order to ensure project success.

List and describe all the assumptions associated with the ability to address the key requirement and the potential impact of those assumptions if they are not addressed.

## 3.4 Assumptions

The project team must identify the assumptions they will be working under as the project goes forward. These assumptions are what the project manager/team expect to have or be made available without anyone specifically stating so.

List and describe all the assumptions associated with the ability to address the key requirement and the potential impact of those assumptions if they are not addressed.

## 3.5 Preliminary Scope Statement

The preliminary scope statement is a general paragraph which highlights what the project will include, any high-level features or functions to be delivered as a result of the project, and what will constitute completion of the project. This section can also be used to outline “out of scope” items. This preliminary scope statement will be expanded upon in greater detail as the project moves forward and undergoes progressive elaboration.

# 4. Risks

All projects have some form of risk attached. This section should provide a list of high-level risks that the project team has determined apply to this project.

# 5. Project Deliverables

This section should list all of the deliverables that the customer, project sponsor, or stakeholders require upon the successful completion of the project. Every effort must be made to ensure this list includes all deliverables and project sponsor approval must be required for adding additional deliverables in order to avoid scope creep.

# 6. Summary Milestone Schedule

This section provides an estimated schedule of all high-level project milestones. It is understood that this is an estimate and will change as the project moves forward and the tasks and milestones and their associated requirements are more clearly defined.

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.

|  |
| --- |
| Summary Milestone Schedule – List key project milestones relative to project start |
| Project Milestone | Target Date (mm/dd/yyyy) |
|  |  |
|  |  |
|  |  |
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|  |  |
|  |  |

# 7. Budget Summary

The summary budget should contain general cost components and their planned costs. As the project moves forward these costs may change as all tasks and requirements become clearer. Any changes must be communicated by the project manager.

The following table contains a summary budget based on the planned cost components and estimated costs required for successful completion of the project.

|  |
| --- |
| Summary Budget – List component project costs |
| Project Component | Component Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# 8. Funding

Identify the proposed source of funding that will be used to support the project.

# 9. Project Approval Requirements

Identify strategy for Board approval and other legislative permits and approvals that may be required. For complex projects this section can also be used to articulate the project governance model to approve scope change or to approve deliverables as the project progresses.

# 10. Project Team

Identify project team and key responsibilities.

# 11. Authorization

Approved by the Project Sponsor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
<Project Sponsor>
<Project Sponsor Title>

*This Project Charter formally authorizes the project to proceed and provides the project manager the authority to apply organizational resources to carry out the project as described.*

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