

**PROJECT CHARTER**

# [Project Title]

**[Project ID]**

# [Name of KCDIO (Process Owner)]

# [Project Title]

**[Project ID]**

# [Name of KCDIO (Process Owner)]

Prepared by: [Name of Project Manager]

Date: [date of kick off meeting]

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# Document Change Control

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date**  DD/MON/YYYY | **Revised by** | **Summary of revision** |
| 1.0 | Date of kick off | Project Manager | New submission of project charter |

ITD-ITPMO -02  
  
Revision : 00  
  
Effective Date :   
30/09/2011

**PROJECT CHARTER**

|  |  |  |  |
| --- | --- | --- | --- |
| Project ID |  | | |
| Project Title |  | | |
| Project Owner |  | | |
| Technical Project Manager |  | | |
| Functional Project Manager |  | | |
| Project Costs/Budget |  | | |
| Source of Funds |  | | |
| Project Duration |  | | |
| Actual Start Date |  | Estimated Completion Date |  |
| Date of FSR Recommendation |  | | |
| Date of UTICTEC Endorsement |  | | |
| Date of JPICT Endorsement (\*if applicable) |  | | |

# 1 BACKGROUND *[Brief background about the project initiated by the stakeholder which may include initial justification, approval to start the project and source of budget]*

# 2 PROJECT OBJECTIVES

*[List down the objectives of the project to be achieved through the implementation of this project, in point form. It is suggested to at least have 3 objectives]*

# 3 PROJECT APPROACH

*[identify the project approach – in house development, outsource, co-sourcing. Please define the vendors/ co-sourcing involved]*

# 4 PROJECT SCOPE

*[Statement of clear project boundaries and is not in doubt. Emphasis on the in-scope and out-scope of the project.]*

# 5 PROCESS OWNER

*[State the name of the process owner that shall drive the project. For example: Kulliyyah of Engineering]*

# 6 ROLES AND RESPONSIBILITIES

|  |  |  |
| --- | --- | --- |
| ***Name*** | ***Project Role*** | ***University Position*** |
| [name] | Project Sponsor |  |
| [name] | Project Director |  |
| [name] | Functional Project Manager | *\*Person from the Project Owner Office* |
| [name] | Functional Team Member | *\*Person from the Project Owner Office* |
| [name] | Technical Project Manager | *\*ITD Officer which has been appointed* |
| [name] | Technical Team Member |  |
| [name] *\*if applicable* | Vendor Project Manager |  |
| [name] *\*if applicable* | Vendor Team Member |  |
| [name] *\*if applicable* | Subject Matter Expert |  |
| [name] *\*if applicable* | External Developer  *\*for co-sourcing/ mixed mode project* |  |

**7 Risk Assessment**

Sama mcm fsr

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | | | |
| **Type of Risk**  (\*delete whichever not applicable) | **Risk ID** | **Risk Descriptions** | **Impact Descriptions** | **Impact**  *1 (Insignificant); 2 (Minor); 3 (Moderate); 4 (Major) or 5 (Catastrophic)* | **Likelihood**  *1 (Rare);*  *2 (Unlikely); 3 (Possible); 4 (Likely) or 5 (Almost Certain)* | **Risk Owner** |
| Staffing | *R1* | *e.g. Maternity leave* | *e.g. Not enough manpower* | *e.g. 4* | *e.g. 3* | *e.g. Project Director* |
|  |  |  |  |  |  |
| Operations |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Data |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Infrastructure |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Applications & Database |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Legal & Regulatory |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 3rd Party Supplier & Outsourcing |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Programme & Change Management |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Security & Privacy |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Physical Environments |  |  |  |  |  |  |
|  |  |  |  |  |  |

# 7 APPROVALS

Acknowledgement of Project Charter Approval and Kick-off Dated on *[kick-off date]*

|  |  |
| --- | --- |
| **Prepared by:**  …………………………………….……………………..  **Technical Project Manager**  [Name]  [Post]  [Division]  Date: | **Reviewed by:**  …………………………………….……………………..  **Functional Project Manager**  [Name]  [Post]  [Division]  Date: |
| **Recommended by:**  …………………………………….……………………..  **Project Director**  [Name]  [Post]  [Division]  Date: | **Approved by**:  …………………………………….……………………..  **Project Sponsor**  [Name]  [Post]  [Division]  Date: |