



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
بُونْدُوسِيَّتِي اِسْلَامِيَّةً اِنْبَارًا يَحْسِبًا مِلِّيَّتِنَا

PROJECT CHARTER

[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

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 JPICTEC 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: Kulliyah of Engineering]

6 ROLES AND RESPONSIBILITIES

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

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						
3 rd 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]

<p>Prepared by:</p> <p>.....</p> <p>Technical Project Manager [Name] [Post] [Division]</p> <p>Date:</p>	<p>Reviewed by:</p> <p>.....</p> <p>Functional Project Manager [Name] [Post] [Division]</p> <p>Date:</p>
<p>Recommended by:</p> <p>.....</p> <p>Project Director [Name] [Post] [Division]</p> <p>Date:</p>	<p>Approved by:</p> <p>.....</p> <p>Project Sponsor [Name] [Post] [Division]</p> <p>Date:</p>