 **STATE OF ALABAMA**

**OFFICE OF INFORMATION TECHNOLOGY**

[Enter Project Name]

Project Charter

Sponsoring Organization: [Name of Sponsor Agency]  
Project Number: [Enter Project Number]

This Project Charter document formally authorizes the existence of this project and provides the Project Manager with the authority to apply organizational resources to project activities. This Project Charter document establishes a partnership between the performing and sponsoring organizations as well as internal agreement among key stakeholders.

**Project Information**

**Project Number:**

**Project Name:**

**Project Start Date:**

**Estimated Completion Date:** **Implementation Date:**

**Estimated Project Budget:** $ **Estimated Benefit Value:** $

**Key Project Stakeholders**

|  |  |
| --- | --- |
| **Project Sponsor** | **Project Owner** |
| [Enter Name] [Enter Agency] [Enter Email]  [Enter Phone] | [Enter Name] [Enter Agency] [Enter Email]  [Enter Phone] |

|  |  |
| --- | --- |
| **Product Owner** | **Project Manager** |
| [Enter Name] [Enter Agency] [Enter Email]  [Enter Phone] | [Enter Name] [Enter Agency] [Enter Email]  [Enter Phone] |

**Approving Authority for IT Project Governance**

Enterprise Project Management Office (EPMO)  
State of Alabama Office of Information Technology  
Suite 785  
64 N Union St.  
Montgomery, AL 36130  
[EPMO@oit.alabama.gov](mailto:EPMO@oit.alabama.gov)

**Executive Summary**

*[This section should provide general information on the issues surrounding the business problem and the proposed project or initiative created to address it. Usually, this section is completed last after all other sections because it is a summary of the detail that is provided in subsequent sections of the document.]*

**Project Scope**

*[Please summarize how the project will address the business problem and how desirable results will be achieved. Include the applicable project goals, deliverables, features, functions, deadlines, or costs that clarify the limitations or parameters of the project.]*

**Anticipated Outcome**

*[This section should describe the anticipated outcome if the proposed project or initiative is implemented. It should include how the project will benefit the business and describe the expected end state of the project.]*

**Anticipated Project Milestones**

*[This section lists the major project milestones and their target completion dates. These milestones are target dates and in no way final. It is important to note that as the project planning moves forward, a baselined schedule including all milestones will be completed.]*

**Procurement Strategy**

*[This section outlines the recommended strategy required to procure the project and demonstrate how the preferred procurement strategy is appropriate for this project. It should include a summary of the decisions made pertaining to what parts of the project to develop or make internally and what parts to source externally i.e. Make vs. Buy.]*

**Approval**

This charter formally authorizes this project based on the information outlined in this charter. Should any of this information change throughout the duration of the project, it shall be discussed with OIT-EPMO management and documented in the State of Alabama Enterprise Project Management System (EPMS).

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| [Enter Project Stakeholder Name] | [Enter Project Stakeholder Name] |
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| [Enter Project Stakeholder Name] |  |