

## Executive Summary

The executive summary should be a high-level summary of what issues or problems the project was created to address.

For the past several years our company intranet has been subject to numerous external breaches because of its lack of security.

## Project Purpose/Justification

This section of the project charter describes the purpose and justification of the project in the form of business need/case.

### *Business Need/Case*

Discuss the logic for the Business Need/Case (market demand, organizational need, customer request, etc.).

The ISA project has been created to increase organizational IT security in order to prevent further financial damage.

### *Business Objectives*

Here the project charter should list the Business Objectives for the project which should support the organization's strategic plan.

The business objectives for this project are in direct support of our corporate strategic plan to improve IT security.

- Design and test a new IT security infrastructure within the next 90 days
- Complete implementation the new IT infrastructure within the next 120 days
- Reduce the amount of damages by 50% in the first year

## Project Description

This section of the project charter provides a high-level description of the project. This description should

The ISA project will provide increased security to the company's IT infrastructure and, more specifically,

### *Project Objectives and Success Criteria*

Objectives should be SMART: Specific, Measurable, Attainable, Realistic, and Time-bound. The project,

The objectives which mutually support the milestones and deliverables for this project have been identified

- Develop security solution methodology to present to the VP of Technology within the next 20 days
- Complete list of required hardware/software which meets budget allocation within the next 25 days
- Create a simulated solution in the IT lab using all purchased hardware and software to test the solution
- Achieve a simulated solution which allows no security breaches and complete testing within the next 90 days
- Implement the solution across the organization within the next 120 days

### *Requirements*

The project team should develop a list of all high-level project requirements. These requirements are clear

This project must meet the following list of requirements in order to achieve success.

- The solution must be tested in the IT lab prior to deployment
- Solution must be implemented without disruption to operations

Additional requirements may be added as necessary, with project sponsor approval, as the project moves

### *Constraints*

Constraints are restrictions or limitations that the project manager must deal with pertaining to people, m

The following constraints pertain to the ISA project:

- All security hardware and software must be compatible with our current IT platforms
- All hardware and software must be purchased in accordance with the allocated budget and timeline
- Two IT specialists and one security specialist will be provided as resources for this project

### *Assumptions*

The project team must identify the assumptions they will be working under as the project goes forward a

The following are a list of assumptions. Upon agreement and signature of this document, all parties ackn

- This project has the full support of the project sponsor, stakeholders, and all departments
- The purpose of this project will be communicated throughout the company prior to deployment
- The IT manager will provide additional resources if necessary

### *Risks*

All projects have some form of risk attached. This section of the project charter should provide a list of h

The following risks for the ISA project have been identified. The project manager will determine and emp

- Potential disruption to operations during solution deployment

- External threats breaching intranet security via new methods

## Project Deliverables

This section should list all of the deliverables that the customer, project sponsor, or stakeholders require

The following deliverables must be met upon the successful completion of the ISA project. Any changes

- Fully deployed intranet security solution
- Technical documentation for intranet security solution
- Recommendation list for future security considerations

## Summary Milestone Schedule

This section of the project charter provides an estimated schedule of all high-level project milestones. It

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined

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### Summary Milestone Schedule

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Project Milestone

Target Date (mm/dd/yyyy)

Project Start

01/01/20 xx

Complete Solution Design

01/21/20 xx

Acquire Hardware and Software

01/26/20 xx

Complete Solution Simulation with New Hardware/Software

03/01/20 xx

Complete Solution Simulation and Testing

04/01/20 xx

Deploy Solution

05/01/20 xx

Project Complete

05/15/20 xx

## Summary Budget

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

Personnel Resources

\$110,000

Hardware

\$45,000

Software and Licensing

\$75,000

IT Lab Preparation

\$15,000

Total

\$245,000

## **Project Approval Requirements**

The organization must understand when the project has reached a successful completion. These criteria must be clear and should be accepted by whoever will sign-off on the project's closeout. Once the project charter is signed-off by the authorized person, the project is deemed approved and is successful as long as it has met all of the agreed upon requirements.

Success for the ISA project will be achieved when a fully tested intranet security solution, and

all technical documentation, is fully deployed throughout the company within the time and cost constraints indicated in this charter. Additionally, this measure of success must include a recommendation list for future security considerations as we fully anticipate the necessity of this solution to evolve in order to prevent future threats. Success will be determined by the Project Sponsor, Mr. Jim Thomas, who will also authorize completion of the project.

## **Project Manager**

This section of the project charter explicitly states who is assigned as the PM, their responsibility, and authority level. Depending on the organization and scope of the project, the project manager may have varying levels of responsibility and authority for personnel, project expenditures, and scheduling.

John Doe is named Project Manager for the duration of the ISA Project. Mr. Doe's responsibility is to manage all project tasks, scheduling, and communication regarding the ISA project. His team, consisting of two IT specialists and one security specialist will be matrix support from the IT department. Mr. Doe will coordinate all resource requirements through the IT department manager, Jane Snow. Mr. Doe is authorized to approve all budget expenditures up to, and including, the allocated budget amounts. Any additional funding must be requested through the Project Sponsor, Jim Thomas. Mr. Doe will provide weekly updates to the Project Sponsor.

## **Authorization**

Approved by the Project Sponsor:

\_\_\_\_\_  
<Project Sponsor Name>  
<**Project Sponsor Title**>

Date: \_\_\_\_\_

Source: □ <http://www.projectmanagementdocs.com/>