

PROJECT MANAGEMENT DOCS

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PROJECT CHARTER TEMPLATE

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PROJECT CHARTER **<PROJECT NAME>**

COMPANY NAME
STREET ADDRESS
CITY, STATE ZIP CODE

DATE

PROJECT CHARTER PAYROLL PROJECT

<Paragraph 1: Formally authorize the project>

This Charter formally authorizes the Payroll Project to develop and implement a new payroll system for use in Jones Consulting Company's payroll group. A project plan will be developed and submitted to the Project Sponsor for approval. The project plan will include: scope statement; schedule; cost estimate; budget; and provisions for scope, resource, schedule, communications, quality, risk, procurement, and stakeholder management as well as project control. All resources will be assigned by the Project Sponsor, Van Johnson, Human Resources Director.

<Paragraph 2: Project Scope - State the scope of the project, its deliverable and what business needs, problems or opportunities the project addresses – a market demand, business need, legal requirement, social need, customer request or technological advance >

The purpose of the Payroll project is to improve the timeliness and accuracy of payroll operations. This project meets Jones Consulting's need for improved efficiencies across all departments by reducing payroll cycle time and minimizing staffing required for payroll operations. The project deliverables shall include payroll system design, all coding, testing, implementation of an integrated system for use with existing IT infrastructure, and a user's guide. The objectives of the Payroll project are to reduce payroll cycle time by 30% and reduce payroll staffing by 20%. High level risks for this project include ensuring implementation is completed without impacting ongoing payroll operations and ensuring there are no issues with migrating payroll accounts from the legacy system to the new system. Success will be determined by the Project Sponsor once the system is implemented and one full payroll cycle has been completed that meets the objectives with no discrepancies.

<Paragraph 3: Identify the Project Manager and give him/her authority to apply organization resources to the project >

The Project Manager, Bill Smith, is hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with all contractors and management, as required, to ensure successful and timely completion of the project. The Project Manager is responsible for developing the project plan, monitoring the schedule, cost, and scope of the project during implementation, and maintaining control over the project by measuring performance and taking corrective action.

<Paragraph 4: Provide the summary milestone schedule >

The project plan will be submitted and approved in accordance with the milestone schedule below. Upon approval of the project plan resources will be assigned to the project and work will commence within 5 business days. The Project Sponsor must approve any schedule changes which may impact milestones. A detailed schedule will be included in the project plan. The high level milestone schedule is:

Feb 1, 20xx – Project Plan Complete and Approved

Mar 31, 20xx – Payroll Design Completed

May 31, 20xx – Coding Completed

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June 30, 20xx – Testing Completed
July 31, 20xx – Beta Testing Completed
Sept 30, 20xx – Implementation Completed
Oct 15, 20xx – One Payroll Cycle Complete and Project Completion

<Paragraph 5: Project Budget – state the budget for the project and identify funding sources >

The budget for the Payroll project is \$420,000. It is to be funded through the FYxx Human Resources Technology Budget.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

_____ Date: _____
<Project Sponsor Name>
<Project Sponsor Title>

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