

Appendix 5: Project Charter Guidelines

The submitted project charter should provide a description of the key features of the plan to implement the recommended intended voluntary integration including:

- Scope – Work that must be done to complete the project.
- Goals, Objectives and Performance Measures – Details of what the integration is intended to accomplish.
- Timelines - A preliminary estimate for the duration of the integration initiative achieved by documenting the target completion dates for high-level project milestones.
- Costs/Resources – A preliminary estimate of the cost of the intended voluntary integration.
- Implementation Approach/Team – Identify who is needed to complete project deliverables and achieve its goals and objectives.
- Stakeholders – Identify the interests, needs of stakeholders and specific management strategies.
- Change Management - Identify the impacts this intended voluntary integration will have on both the people and structures of the affected organizations.
- Communications Management – Identify the communications needs of all parties/stakeholders associated with the integration.
- Risk Analysis - Document high-level risks that could either positively or negatively impact the achievement of the integration.
- Critical Success Factors - Define key factors critical to the success of the integration.
- Key Assumptions/Constraints – Document external factors considered true, real or certain (assumptions) and factors outside the control of the project team, that restrict or regulate the integration (constraints).
- Sign-off - Once completed & signed-off, the charter forms the basis for detailed planning and future decision-making.