

Discovery Charter

Insert Project Name and phase

Version #.#

|  |  |
| --- | --- |
| **Project Details** |   |
| Project Name |  |
| Charter Creation Date |  |
| Primary Charter Author |  |
| Project Manager or Project Lead |  |
| Project Sponsor(s) |  |

|  |
| --- |
| **Current Situation and Problem Statement**  |
| * ***Why*** *do we want to do this discovery?*
* *What is the business need?*
* *What are the potential benefits and who’s affected?*
 |

|  |
| --- |
| **Project Description** |
| * *What are we going to do?*
* *Specific, attainable (measurable) goals.*
 |

|  |
| --- |
| **Key Project Deliverables (Please select all applicable deliverables)**  |
| [ ]  Current state maps and analysis[ ]  Business requirements[ ]  Request for Information (RFI)[ ]  Benchmarking survey(s) | [ ]  Future state maps and analysis[ ]  Fit gap assessment[ ]  Request for Proposal (RFP)[ ]  Proof of Concept | [ ]  Other (describe):**Comments:** |

|  |
| --- |
| **Core Team & Key Stakeholders**  |
| Core Team Members/Role (Estimated %) | *Name 1/Role (%)**Name 2/Role (%)**Name 3/Role (%)**Name 4/Role (%)**Name 5/Role (%)* | *Name 6/Role (%)**Name 7/Role (%)**Name 8/Role (%)**Name 9/Role (%)**Name 10/Role (%)* |
| Key Stakeholders | *Stakeholder 1**Stakeholder 2**Stakeholder 3**Stakeholder 4**Stakeholder 5* | *Stakeholder 6**Stakeholder 7**Stakeholder 8**Stakeholder 9**Stakeholder 10* |

|  |  |  |
| --- | --- | --- |
| **High Level Timeline (Key Components and Milestones)**  | **Target Start Date** | **Target Completion Date** |
| *Step 1 of the timeline* | *1/1/2014* |  |
| *Step 2 of the timeline* | *3/1/2014* |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **SGG Funding**  |
| Require SGG funding? No [ ]  Yes [ ]  (If yes, please complete the section below)  |

|  |
| --- |
| Estimated Budget for SGG Funding  |
| Item (Staff, Temps, Consultants, AS Support, Materials, Systems, Other[[1]](#footnote-1)) | Estimated Amount | Rationale for Estimate |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |

|  |
| --- |
| **Approval**  |
| Name/Role | Signature | Date |
|  |  |  |
|  |  |  |

1. Note that contingency for discovery efforts, if requested, should not exceed 10% of the total anticipated project cost. [↑](#footnote-ref-1)