

Discovery Charter

Insert Project Name and phase

Version #.#

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

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| **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?* |

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

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| **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:** |

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| **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* |

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

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

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| **Approval** | | |
| Name/Role | Signature | Date |
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1. Note that contingency for discovery efforts, if requested, should not exceed 10% of the total anticipated project cost. [↑](#footnote-ref-1)