**Project Charter**

**SAMPLE PROJECT**

November 4, 2015

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**Authorization**

This Charter authorizes the security system installation for the *SAMPLE PROJECT*. The project plan includes: accepted pricing from the *SAMPLE PROJECT* team, fully designed and drafted plans, a work breakdown structure, a list of significant milestones, work packages with assigned costs, a timeline with costs and labor assigned by month, a list of the required staffing, a guideline for procuring and delivering material, a quality program, a risk management program, and a method of evaluating performance using earned value.

**Project Scope**

The Project will install a security system that includes, card access and video at the *SAMPLE PROJECT* campus. The Project is divided into two phases. Phase 1 includes many buildings. Phase 2 includes a few more buildings. The scope is contractually defined and is found in the document *SOW A-Exhibit-A-5* and *Schedules 12 –Attachments-1-9-to-Exhibit-A-5*

**Project Manager**

The Project Manager, *Joe Superstar*, is hereby authorized to interface with the client as required, negotiate for resources, delegate responsibilities within the framework of the Project, and to communicate with all contractors, 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.

**Summary of Phases and Milestones**

The Project plan is submitted and approved in accordance with the milestone schedule found in the included pages. The phases include, designing, prototyping, fabricating, panel mounting, panel terminating, and device installing. The project design has started and the predicted completion date is January 2017.

**Project Price**

The project price is a (*whole lot of money*) for Phase 1 with an estimated (*a little less money*) of changes. Phase 2 has an estimated price of (*a good amount of money*)

**Addendums**

*Sections 1-10* further define the Project.

**Committee Acceptance**

Date:

VIP

Date:

VIP

Date:

VIP

Date:

VIP