

# Project Charter

## Approval

The following people are considered key stakeholders in this process, and should review and indicate their approval by signing below.

## Sponsors

Name	Title	Signature	Date

## Core Team

Name	Role	Signature	Date
	Program Leader		
	Engineering Representative		
	Marketing Representative		

## Change Management

Changes should and will be considered when, after a decision has been made, new information arises, or context changes. Substantial changes to these agreements will be assessed for impact to project goals and reviewed by the Change Review Board (CRB). The CRB consists of XXX,YYY, and ZZZ, with appropriate input from other key stakeholders. Suggested changes and impact assessment will be tracked in a change management log. Approved changes will be incorporate into this and other project documents and recorded in the revision history block above.

## Product Lifecycle Project Charter

<b>Overall Goals – What benefits are we creating?</b> In collaboration with XYZ stakeholders, conceptualize, design, document, and implement a Product Lifecycle (PLC) Process at XYZ. This will include: <ol style="list-style-type: none"> <li>1. PLC overview description document.                         <ul style="list-style-type: none"> <li>- Phased development process overview.</li> <li>- Checkpoint and actions/deliverables for each phase.</li> </ul> </li> <li>2. ISO compliant key process documents.                         <ul style="list-style-type: none"> <li>- Checklists, templates appropriate to the PLC developed.</li> </ul> </li> </ol>		<b>Core Team – Who is going to make it happen?</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 70%;">Project Leader</td><td style="width: 30%;">XXX</td></tr> <tr><td>Mfg. Lead</td><td>XXX</td></tr> <tr><td>Process Owner</td><td>XXX</td></tr> <tr><td>Developer</td><td>XXX</td></tr> <tr><td>Engineering Lead</td><td>XXX</td></tr> <tr><td>Product Management Lead</td><td>XXX</td></tr> <tr><td>Web/Tech Writer</td><td>XXX</td></tr> <tr><td>Document Control Lead</td><td>XXX</td></tr> <tr><td>IT Lead</td><td>XXX</td></tr> </table>		Project Leader	XXX	Mfg. Lead	XXX	Process Owner	XXX	Developer	XXX	Engineering Lead	XXX	Product Management Lead	XXX	Web/Tech Writer	XXX	Document Control Lead	XXX	IT Lead	XXX																				
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<b>Target Customer/Audience</b> The entire cross-functional community at Extreme Networks involved in the product generation and mfg. process.		<b>Target Price</b> NA																																							
<b>Expected distribution channel</b> Via liaisons to individual departments, and via formal training programs conducted by the PLC Core Team.		<b>Key Competitors</b> “Same old way” and as hoc processes.																																							
<b>Key Benefits, Features and Requirements</b> <ol style="list-style-type: none"> <li>1. provides a PLC with structure and rigor sufficient to permit XYZ to achieve ISO 9001 certification.</li> <li>2. is agile, change-hardy and adaptable, enabling XYZ to continue to function in a nimble, responsive fashion in the best tradition of a start-up company.</li> <li>3. is tailored to the requirements of selling to a limited number of service providers.</li> <li>4. leverages and builds upon the organization’s experience with PLC processes and captures best practices while avoiding ineffective excesses.</li> <li>5. be inclusive, incorporating all relevant stakeholders in the right amounts at the right times.</li> </ol>		<b>Key Metrics – How will A+ + Success be Measured?</b> Six months from now a review of this project concludes: <ol style="list-style-type: none"> <li>1. The Product Lifecycle (PLC) guides and supports product development teams and sponsors in consistently doing the right things for the business overall.</li> <li>2. There is buy-in from all stakeholders that the PLC is useful, and it is in use by all product development teams.</li> <li>3. It is considered effective and efficient – “just the right amount” of process structure to optimize results.</li> <li>4. Executive sponsors are able to make better decisions at decision points as a result of more consistent and comparable processes across projects.</li> <li>5. It supports reducing product development cycle time.</li> </ol>																																							
<b>Critical Success Factors to Achieve Goals</b> <ol style="list-style-type: none"> <li>1. Commitment at the executive sponsor level to actively lead and support this effort.</li> <li>2. Bandwidth at other levels of the organization to accommodate developing this process while meeting other urgent business needs.</li> <li>3. Continuity of process ownership by the XYZ employee who will be responsible for facilitating and improving the PLC process.</li> </ol>		<b>What this Project is NOT</b> <ol style="list-style-type: none"> <li>1. A documentation exercise, or re-writing existing docs.</li> <li>2. Developing a “Gate” process.</li> <li>3. An attempt to document an ideal product development process to which XYZ may aspire.</li> <li>4. An attempt to reduce the judgment and flexibility required of our product development teams.</li> <li>5. Solely a means to achieve ISO certification.</li> <li>6. A project to build binders of information no one uses.</li> </ol>																																							
<b>Top Risks &amp; Mitigation – What Could Go Wrong?</b>																																									
<ol style="list-style-type: none"> <li>1. Interferes with critical other projects. – Respect the priority of other projects.</li> </ol>		<ol style="list-style-type: none"> <li>2. Documentation is created that doesn’t reflect the actual process in use. – Up front focal interviews and ongoing review.</li> </ol>																																							
<b>Decision Priority List – How will we make trade-offs?</b> #1 = Effectively meet the goals and deliver the benefits. #2 = Do so in a way that builds cross-functional collaboration. #3 = Meet the scheduled milestones on time. #4 = Stay within the agreed upon budget.		<b>Assumptions</b> Project schedule is flexible enough to accommodate vacations and other planned absences. Full funding and staffing from kick-off through project completion.																																							
<b>Target Dates for Major Milestones</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th>Milestone</th> </tr> </thead> <tbody> <tr><td>April ‘03</td><td>• Initiate Project</td></tr> <tr><td>April ‘03</td><td>• Kick Off at COO Level</td></tr> <tr><td>June ‘03</td><td>• Focal Interviews Complete</td></tr> <tr><td>July ‘03</td><td>• Sign Off Charter</td></tr> <tr><td>Aug ‘03</td><td>• PLC Plan Review and Approval</td></tr> <tr><td></td><td>• TBD . . .</td></tr> </tbody> </table>		Date	Milestone	April ‘03	• Initiate Project	April ‘03	• Kick Off at COO Level	June ‘03	• Focal Interviews Complete	July ‘03	• Sign Off Charter	Aug ‘03	• PLC Plan Review and Approval		• TBD . . .	<b>Rough Order of Magnitude Budget Estimate</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td>People</td><td>Kimberly</td><td style="text-align: right;">15 – 25 hours/week</td></tr> <tr><td></td><td>Harvey</td><td style="text-align: right;">10 – 15 “</td></tr> <tr><td></td><td>Larry, Moe, Shemp, others</td><td style="text-align: right;">10 – 15 “</td></tr> <tr><td></td><td>Web development</td><td style="text-align: right;">. . . . .40 hours</td></tr> <tr><td colspan="3">Total: ~ 1 – 1.5 FTE for 4 months</td></tr> <tr><td>Equipment</td><td colspan="2">N/A</td></tr> <tr><td>Supplies</td><td colspan="2">\$ 500</td></tr> <tr><td>Team Incentives &amp; Celebrations</td><td colspan="2">\$ 3000</td></tr> </table>		People	Kimberly	15 – 25 hours/week		Harvey	10 – 15 “		Larry, Moe, Shemp, others	10 – 15 “		Web development	. . . . .40 hours	Total: ~ 1 – 1.5 FTE for 4 months			Equipment	N/A		Supplies	\$ 500		Team Incentives & Celebrations	\$ 3000	
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