

PROJECT CHARTER (fictitious example)

Project Name: Pharmacy Department Library

Last Modified: March 4, 2011

Project Leader/Dept: Robert Kahn, Project Management Office

Version #: 2

Sponsor/Dept: Jane Smith, Director, Pharmacy

Strategic Alignment: Quality Cost
 Delivery Safety
 Engagement
 Other. Please Explain:

Functional Manager/Dept: George Gonzalez, Manager of Corporate Contracts

Executive Summary (Project Rationale, Opportunity, and Value):

The Pharmacy Department is a group of 10 managers and 50 staff members. 70% of department positions require on-going re-accreditation and re-certification. 90% of staff expressed interest in tools for professional development. The department is in need of a library as a reference tool and resource for staff's professional development. The project stemmed from the department's Impact Planning and successful completion will help with staff engagement.

Project Scope (High Level):

Project Includes
1. Determine budget for library
2. Determine location of library within the department
3. Removal of existing furniture and equipment
4. Procure shelving and labeling

Project Includes
5. Determine initial number of books and book titles
6. Procure new book titles
7. Catalog all books in the library
8. Establish check-out and return system and policy
9. Integrate books the department currently owns into the library
10. Create procedure document for adding more books in the future
11. Develop department use survey
Project Excludes
1. Create electronic or ebook library
2. Access of other departments to the Pharmacy library
3. Ongoing maintenance of the library
4. Collection of department use survey data, review and application of survey results

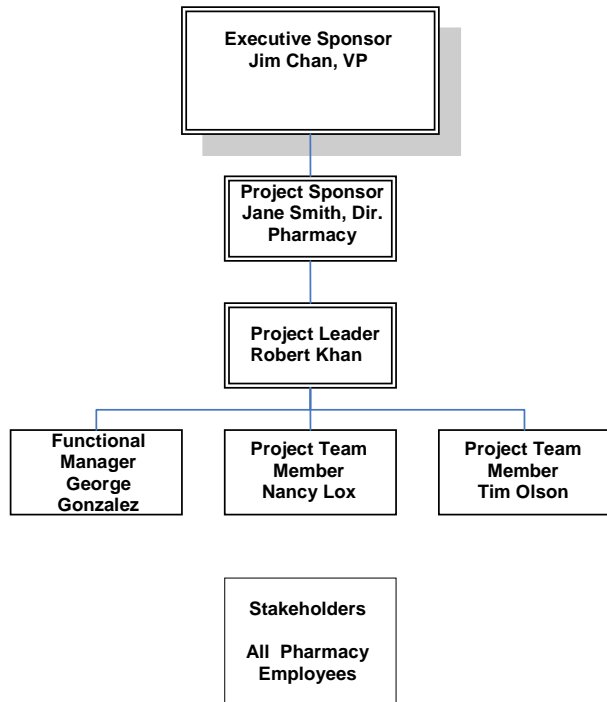
Key Performance Indicators:

1. 60% of department staff participates (check out books)
2. Improvement of Gallup Survey score to questions: “I have the materials and equipment I need to do my work right” and “This last year, I have had opportunities at work to learn and grow” by at least .25

Dependencies, Risks, Assumptions & Constraints:

Dependencies	Risks	Assumptions	Constraints (<i>include <u>schedule constraints</u>, if applicable</i>)
<ol style="list-style-type: none"> Approval of project budget by Pharmacy leadership and Facilities 	<ol style="list-style-type: none"> Staff may prefer ebooks Delivery of certain books may take longer than expected 	<ol style="list-style-type: none"> There is physical space currently available Staff will use the library as requested Staff use of the library will contribute to higher engagement scores 	<ol style="list-style-type: none"> Project budget \$7,500 Library must be completed prior to next cycle of Gallup Survey

Project Team Organization:



Approval Log:

Approver's Name:	Approver's Title:	Approved on:
Jim Chan	Vice President	3/9/11
Jane Smith	Director of Pharmacy	3/10/11
George Gonzalez	Manager of Corporate Contracts	3/10/11

Addendums:

Roles & Responsibilities

RACI

Resource Agreement