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Program Charter

Your Organizational Logo here








Author(s)

Date

Name of Program:	
Name of Program Manager:	



Program Charter

Use this document to help in the definition of a Program and to guide discussion concerning its approval and implementation.

1. Program Organization	
1.1 Who is the Sponsor of this program? 	
1.2 Who is the primary Customer of this program? Other Customers?	
1.3 List the key stakeholders who are involved in planning and oversight of this program: 	
1.4 What is the organizational structure of this group? 	
1.5 List the resources assigned to accomplish the work of the program (e.g. administrative support) 	
2. Program Mission and Goals 	
2.1 What is the overall purpose of this program?	
2.2 How does this program support the organization's Business Strategy? 	
2.3 What business drivers are causing this program to exist now? Is this likely to change in the near future?	
2.4 Why is a program necessary to obtain the expected business benefits? (i.e. why can't a single project or unrelated projects do the job?)	
2.5 List the kinds of initiatives / Projects / other programs and ongoing work that will comprise the program (e.g. define program scope). If not known, describe how this will be determined.	
2.6 List the major objectives and milestones of this program. 	

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2.7 What will this program attempt to accomplish in the next 6 months? 
2.8 How will projects be selected for this program? Who will prioritize and select them?
2.9 How will you know that this program has been a success? How will you measure this? What organization will carry out these measurements? Who will evaluation them?
2.10 Will this program take as inputs the results of other work already underway in the organization? Will the outputs of this program feed into ongoing organizational efforts? List them. 
2.11 When will this program begin? How long will it last?

3. Program Finances

3.1 Does this program have funding to support its work? Describe.		
3.2 What is the expected cost for this program in its entirety over the next 5 years? (select one). Include the cost of all projects and sub-programs that will be included in this program.	< \$10M	<input type="checkbox"/>
	\$10M to \$50M	<input type="checkbox"/>
	> \$50M	<input type="checkbox"/>
3.3 What business benefits will this program provide? Over what period of time? List them.		
3.4 Does this program have specific ROI targets? List them.		
3.5 Is this program part of a managed project portfolio? Describe.		

4. Program Quality

4.1 Does this program have stated Quality targets? Have the customer(s) been involved in development of these targets?

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4.2 Has staff been assigned to maintain program quality?

4.3 Is there agreement on how important Quality is in this program (versus schedule and cost)?

5. Program Communication

5.1 What steps will be taken to support effective communication among all program stakeholders?

5.2 Is there a plan for reporting program results to management? Is there agreement on what to report?

5.3 How will you know that the program is on target?

6. Program Risk

6.1 What assumptions are made as this program moves forward?

6.2 List any constraints that may impact this program.

6.3 Does this program have dependencies on or will it coordinate with other organizational efforts? List them.

6.4 What other risks will this program face?

6.5 Who will track and plan for existing and new risks to this program?

7. Program Procurement

7.1 Will this program require procurement of goods and services? List them.

7.2 Who will manage procurement for the program?

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8. Program Charter / Signatures			
Program Name:			
Program Manager:			
<i>I have reviewed the information contained in this Program Charter and agree:</i>			
Name	Role	Signature	Date (MM/DD/YYYY)

The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal Program Charter.