[PROGRAM NAME] Program Charter and Management Plan

Prepared by: [Program Manager]

Program Name:

Program Sponsor: Program Manager:

Estimated start date: Estimated finish date:

Program Scope

Program description

This section should present a high-level look of the program that captures its intended outcome and deliverables.   It should include information on how it ties to the organization's strategic initiatives, if applicable. This may be copied from the proposal, if one exists.

Preliminary Understanding of Business Need

This is a high level statement of the business need being addressed by this program. This may be copied from the program proposal.

Benefits

This section describes the Benefits to be gained by this program. Benefits listed here should be specific and measurable and should have an expected delivery date.

Brief name	Description	Tangible or intangible?	Metrics	Expected benefit delivery date	Related program milestones and component projects

Program components and/or member projects

This is a description of the components of this program, including project manager, estimated delivery date, brief description, and primary deliverables.

Component / Project name	Manager	Description	Primary deliverables	Estimated delivery date

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In Scope

This section lists the items that are to be included in this program.

Out of Scope

This section lists the items that are not to be included in this program.

Work and Program Processes

Preliminary Description of Work

This is a high level statement of the work that is required to complete this program.

Standard project management activities

This is a formal description of how changes will be submitted, evaluated, and either included or rejected in a member project. Some of the larger projects may be required to appoint a change review board.

Program steering committee

Steering committee structure and members

This section includes the steering committee members and roles as well as an outline of the meeting schedule.

Decisions

This section describes the decision making approach the committee will follow. It includes a detailed list of decision guidelines and agreed upon priorities against which decisions will be made. This section should also outline how decisions will be documented and communicated.

Reviews

Stage gate reviews: *This section outlines stage gate reviews and their requirements. It should include when these reviews will be held, what will be reviewed, and the data to be reviewed prior to determining whether to move to the next stage.*

Program performance reviews: *This section establishes the dates for which program performance will be reviewed. These reviews concentrate on the overall performance and management of the program. This section also describes the required program performance information that must be provided in support of these reviews.*

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Program and component change requests: *This section identifies the process the steering committee will use to manage change to the program.   A process will be outlined for changing the scope of the program and initiating or terminating program components.*

Risks, impacts, and dependencies
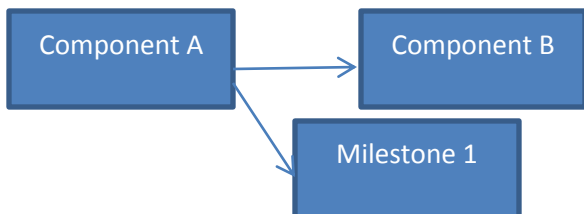
This section includes:

- *Identification and ranking of program level and critical project level risks based on probability of occurrence and level of impact.   Each risk will have a mitigation plan and one safe contingency plan.*
- *Dependencies matrix for components and other closely related activities.*
- *Description of impacts the program and its member projects may have on other University work and organizations.*

Program and critical project risks

Risk	Risk Description	Impact (How would this risk impact schedule, budget or scope)	Likelihood of Occurrence (What is the chance or this risk situation occurring on this project: High/Medium/Low)	Mitigation and Contingency Plan (What steps would be taken to avoid the risk? What would be done if it happened?)	Owner and Trigger (Who monitors for this risk and how do we know the risk has become reality?)

Dependencies

The information for this section is best represented with a network diagram showing program components and milestones and their dependencies.

Program level timeline

This section includes:

- *Gantt chart of major project deliverables and their dependencies.*
- *Identification of program level and key project decision points, decision makers, and a description of the decision process to be used.*
- *Program level milestones and check-up points for program sponsors.*

Preliminary Estimate of Program Size

This is the initial estimate that is based upon the program proposal. This estimate should be the best guess at the time of filling out the charter & may not necessarily match what is listed in the program proposal or what will eventually be listed in the project charters and plans. Detailed estimates will be coming at a later date.

Initial roles and authority

Role and Name	Authority and decisions	Approval
Program Sponsor		
Program Manager		
Steering committee (see above section for full details)		

Revision History

Date	Version	Description	Author

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