

PROJECT CHARTER

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MASTERS OF SCIENCE PROJECT MANAGEMENT CAPSTONE

PMGT 690

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## CHARTER

## Project Authorization

This Charter formally authorizes the Information Technology Division (ITD) Organizational Change Project to develop and implement a new comprehensive and integrated organizational change plan for use in the University's ITD. A project plan will be developed and submitted to the Executive Steering Committee for sponsor approval. The project plan will include: scope statement and scope management plan; work breakdown structure; recommended organizational structure; communication plan; quality control plan; human resource plan; change control plan and sponsor acceptance. All resources will be assigned by the Project Sponsor.

## Project Scope Statement

The purpose of the ITD Organizational Change Project is to improve the communications and performance of IT operations. This project meets the University's need for improved efficiencies across the ITD by ensuring IT related projects will be coordinated with the ITD thus enabling projects to be completed on time and within budget. The project deliverables shall include an analysis of the main ITD problems, strengths and weaknesses of the current structure, a new structure proposal, a new organizational chart, roles and skills needed for the new structure, mission and objectives of the new structure, conflict analysis with recommended remedies, communication flow analysis and a project related decision process. The objectives of the ITD Organizational Change Project are to eliminate outsourcing, keep University IT projects within the ITD, and improve relationships between the ITD and University Departments.

High level risks for this project include ensuring implementation is completed without impacting ongoing ITD operations and ensuring there are no issues with training users on the new system, and working with every department to convert their existing data into the new

system and make sure that all these systems are integrated. Success will be determined by the Project Sponsor once the system is implemented and one full IT project has been completed on time and within budget that meets the objectives with no discrepancies.

#### Project Manager Authority

The Project Manager, Domingo Tucker, is hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with all contractors and management, 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.

#### Milestone Schedule

The project plan will be submitted and approved in accordance with the milestone schedule below. Upon approval of the project plan resources will be assigned to the project and work will commence within 5 business days. The Project Sponsor must approve any schedule changes which may impact milestones. The high level milestone schedule is:

Dec 22, 2014 – New Organizational Design Completed

Dec 24, 2014 – Project Plan Complete and Approved

Jan 9, 2015 – Phase I Completed

Jan 26, 2015 – Phase II Completed

July 14, 2015 – Phase III Completed

July 29, 2015 – Phase IV Completed

#### Project Budget

The budget for the ITD Organizational Change Project is \$42,000.00. It's to be funded through the FY15 Information Technology Division Budget.

### References

Larson, E. W. & Gray, C. F. (2014). *Project management: the managerial process with MS Project 2007* (6th Ed.). New York, NY: McGraw-Hill/Irwin.

Lussier & Achua (2013). *Leadership Theory, Application, & Skill Development* (5th Ed.). Mason, OH: South-Western.