Example: Project Charter

Project Name: Improvement in HR A/P processes
Project ID: 2013-HR-AP
Project Sponsor
Name: Elana Sampson
Title: EVP, HR
Business Unit/Department: HR
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Project Manager
Name: Lisa Carona
Title: HR Project Manager
Business Unit/Department: HR
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Project Manager Authority Level

- Select project team resources
- Manage budget for project
- Determine stakeholders to be interviewed

Project Business Case

- Reduce the time to process invoices received by HR from external training vendors in order to ensure invoices are paid in a timely manner, as per contracts with training vendor companies
- Increase vendor satisfaction with organization.

Currently, the process takes longer than necessary and reduces vendor satisfaction with the organization because payments on invoices may be delayed by 5 – 8 days beyond the promised turnaround time of 30 days. Refining the process overall will increase vendor satisfaction and enable the company to meet its stated goal of paying vendors in a timely manner.

Project Description

Document current process for approving invoices received by HR from training vendors. Refine/develop new processes to reduce time for reviewing and approving vendor invoices by HR from 5+ days to no more than 3 days.

Project Objectives and Success Criteria

- Document current process
- Refine/develop new process for A/P procedures
- Complete project within 6 month timeframe
- Work within allocated budget range of $10,000 - $15,000

Expected Risks

- Engaging Accounting in the project may be difficult as two other projects requiring their support are in progress (may impact 6 month timeframe for completion)
- Formal documentation of current process may show other issues that will need to be addressed in this project

Functional Organization or Business Unit	
Name	**Participation Level**
Accounting/Finance	- Need data - Assist in documenting current, "could be" and "to be" processes - Understand current challenges in receipt of information to process payment; impact on department
HR	- Need data - Assist in document current and "could be" and "to be" processes

	• Understand challenges in processing invoices

Project Benefits

Benefit	Project Business Impact Expected
• Timely payment to HR training vendors	• Ensure payment within 30 days
• Improve submission time to Finance from HR for approved invoices	• Reduce from 5+ days to no more than 3 days to submit to Finance
• Increased efficiencies in processing invoices from training vendors	• Increased efficiencies overall in processing invoices from training vendors ensuring consistency throughout HR

Project Milestones

Milestone	Completion Date
Select project team members	Jan 20xx
Kick off project	Jan 20xx
Document current process	Mar 20xx
Get feedback from stakeholders; ensure accuracy of current documented process	Apr 20xx
Design "to be" process	May 20xx
Get feedback from stakeholders; test "to be" process	Jun 20xx
Roll out finalized process	Jun 20xx

Project Budget (Estimated? or Final?) $10,000 - $15,000 (FINAL)

Project Expenditures

Expenditure Types Expected	Estimated Cost
In-person stakeholders meetings	$3,000
Contractor support to assist in documenting/designing processes	$5,000