

Project Recovery Charter – Components and Details

	Details
Project recovery manager and team members	This section will mandate and name the recovery manager, along with details of her/his authority level and responsibility. It is likely that most project team members will continue into the recovery effort and they should be named here as well.
Detailed project information	What has brought the project to this point? This item also serves as a placeholder for the information to be collected in the current state assessment.
Assessment scope and considerations	This part orders and authorizes the assessment of the project to determine the extent of the failure and based on that, the nature and extent of the recovery required. It also defines the assessment objectives, areas of focus and timelines.
Assessment deliverables	This specifies the reports, format and any other output that the assessment will produce.
Assessment methodology	How the assessment will be conducted and which resources are required to perform it.
Recovery major milestones and target timelines	The recovery may face a previously set target date, budget or performance level. This section lists the main recovery milestones and assigns rough target dates to them.
Organizational influences	This section captures the findings of a stakeholder analysis process, along with political considerations, regulatory needs and other factors that may impact the recovery.
Approvals	This includes signatures of the recovery manager, the sponsor, the customer and possibly other members of senior management who may be involved in approving the recovery and its objectives.