



Initiation

Project Charter



Project Sponsor	<Name of Project Sponsor>	Est. Work Effort	Average SEAS FTE/Month - ## FTEs Average AHCA FTE/Month - ## FTEs
Project Manager	<Name of Project Manager>	Est. Duration	<Estimated length of project in months>

1. PROJECT DESCRIPTION

<Provide a one paragraph description of the project; the *elevator pitch*>

Ex: This project work effort includes a broad review of current Agency-wide Case Management processes, and a detailed review of OGC Legal Case Management processes.

2. PROJECT OBJECTIVES AND OUTCOMES

<Identify the high-level, strategic objectives the project aims to achieve and outcomes it intends to deliver>

- Ex: Define Case Management from the Agency’s perspective (at the Division and the Bureau level) through Agency stakeholder input

3. WHAT IS IN-SCOPE FOR THE PROJECT

<Identify the work to be performed to deliver the product, service, or result>

- Ex: Process analysis and mapping will be up to a Level 3 detail for OGC’s Legal Case Management business processes and systems. Level 3 is defined as a group of activities which produce an outcome

4. WHAT IS OUT-OF-SCOPE FOR THE PROJECT

<Identify the work that will not be performed, yet has the potential for being considered in-scope because it is (or seems) related to the actual scope of the project>

- Ex: The work to build in-house or procure a Case Management System

5. PROJECT STAKEHOLDERS

<Identify the individuals, groups, and/or organizations that may affect, be affected by, or perceive itself to be affected by a decision, activity, or outcome of the project>

Ex:

AHCA Division of Health Quality Assurance (HQA)	AHCA Division of Medicaid
AHCA Division of Information Technology (IT)	AHCA Division of Operations
AHCA Communications/Media Relations Office	AHCA Legislative Affairs Office
AHCA Office of General Counsel	AHCA Office of Inspector General

6. PROJECT RESOURCES/TEAM MEMBERS

<Propose core team members to work on the project (subject to review and approval by Governance)>

- Ex: AHCA General Counsel, SEAS Project Manager, and Business Analysts

7. MILESTONES

<Record the milestones of the project and the estimated duration required to complete each milestone. Charter and Schedule durations are fixed. Note: the intent is not to imply dates only how long it will take to complete the milestone work. Dates will come from the baselined project schedule.>



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Milestone	Milestone Description	Estimated Duration to Complete Milestone
#1	Project Charter Approved	3 Weeks (from date project is authorized)
#2	Project Schedule Baseline	5 Weeks (from date of approved Charter)
#3		
#4		
#5		
#6		
#7		

8. INITIAL PROJECT RISKS

<Identify the risks that are present at the start of the project>

- Ex: If the scope of the project is not well defined, then there may be scope creep and schedule overruns

9. PROJECT ASSUMPTIONS

<Identify the assumptions that will factor into planning and executing the project>

- Ex: The market scan will analyze and review product demonstrations for up to five vendors

10. PROJECT CONSTRAINTS

<Identify the constraints or limitations that will impact this project>

- Ex: AHCA has limited resources and multiple Agency initiatives in progress

11. CRITICAL SUCCESS FACTORS

<Record the elements that need to be in place in order for the project to succeed>

- EX: Leadership support, proper project planning

12. SUCCESS CRITERIA

<Record the criteria that need to be met for the project to be considered a success>

- Ex: Existing AHCA Case Management activities and tracking systems are identified

13. EXIT CRITERIA

<Record the criteria that, when triggered, mark the end of the project, either upon delivery of the full scope of work or early termination>

- Ex: Agency acceptance of the Case Management Recommendations Document