

Project Charter

System name:

System Owner:

System Manager:

User Acceptance Team members:

Brief description of the system:

Business goals and objectives to be achieved by the system:

Relationships to other projects or systems:

Organizations affected by, or intended to use, this system or its information:

Is this a financial system? If so, what percentage of the system is financial?

Will the system contain sensitive information such as personnel, payroll information, or Privacy Act information? If so, describe.

Will the system involve critical Federal activities such as law enforcement or fire management? If so, describe.

Will the system comply with the Service Information Technology standards and architecture? If not, explain.

Will the system interface with federal (within and outside the Service), state, or local government offices or systems? If so, describe.

Will this system replace a previous system? If so, which one?

Will data in the system be spatially referenced?

Cite pertinent references such as laws, bulletins, regulations, or manuals that affect this effort:

Expected duration of system life cycle:

Estimated system life cycle costs:

Known constraints:

Signature and Date

System Owner

Date

ITM review

General comments:

Comments on compliance with standards and architecture:

Type of System for A-130 classification (see definitions in 270 FW 2.12)

Major Application (MA) General Support System (GSS)

Type of IT Investment for A-11 classification (see definitions in 270 FW 2.12)

Major IT Investment Non-Major IT Investment

Approval Block

Proceed with the system as described

Terminate the project

Proceed with specified changes:

Signature and date

Chief Technical Officer

Date