



# Project Charter

## PPM Version 2.0

*<Program/Project or Solution Name>*

**U.S. Department of Housing and Urban Development**

*<Month, Year>*



## Solution Information

	Information
Solution Name	<System Name>
Solution Acronym	<System Acronym>
Project Cost Accounting System (PCAS) Identifier	<PCAS Identifier>
Document Owner	<Owner Name>
Primary Segment Sponsor	<Sponsor Name>
Version/Release Number	<Version/Release Number>

## Document History

<Provide information on how the development and distribution of the Project Charter is controlled and tracked. Use the table below to provide the release number, date, author, and a brief description of the reason for creating the revised version.>

Version No.	Date	Author	Revision Description



## Contents

Solution Information.....	ii
Document History.....	ii
Contents.....	3
1. Business Need.....	5
1.1 Business Need and Project Description.....	5
1.2 Objectives.....	5
1.3 Expected Accomplishments and Capabilities.....	5
1.4 Program/Project Justification.....	6
1.5 Measurable Mission Benefits and Target Success Criteria.....	6
1.5.1 Non-Recurring Mission Benefits and Target Success Criteria.....	6
1.5.2 Recurring Mission Benefits and Target Success Criteria.....	6
1.5.3 Intangible Mission Benefits and Target Success Criteria.....	7
2. Alignment with HUD’s Target Enterprise Architecture (EA).....	8
2.1 Program/Project Alignment Description.....	8
3. High-Level Business Requirements and Scope.....	9
3.1 High-Level Business Requirements.....	9
3.2 Scope.....	9
4. Assumptions, Constraints, Issues, Impacts.....	10
4.1 Assumptions.....	10
4.2 Constraints.....	10
4.3 Issues.....	11
4.4 Impacts.....	11
5. High-Level Risk Identification.....	12
6. High-Level Analysis of Alternatives.....	13
7. Timeline, Milestones and Deliverables.....	14
7.1 Program/Project Duration.....	14
7.2 Program/Project Milestones and Associated Deliverables.....	14
8. Estimated Program/ Project Budget.....	15
9. Integrated Program/Project Team (IPT) Members.....	17
9.1 IPT Membership.....	17
9.2 IPT Authority Levels.....	19
Appendix A: References.....	21



Appendix B: OMB 300 Classifications ..... 22

Appendix C: Key Terms ..... 23



*<NOTE: If you are using this Project Charter as your Project Management Plan under PPM V2.0 guidelines (specifically, if it is a Mods/Enhancements project and it qualifies for the reduced artifact as defined in the Mods/Enhancements Project Type Guide), please include mention of the following project management sections or augment the existing sections, when applicable:>*

- *Schedule Management*
- *Cost Management*
- *Scope Management*
- *Change Management*
- *Quality Assurance*
- *Human Resources Management*
- *Communications and Stakeholder Management*
- *Risk Management*
- *Procurement Management*
- *Process Improvement*
- *Configuration Management*
- *Requirements Management>*

## **1. Business Need**

*<This section demonstrates why HUD invested resources in this program/project and should continue to do so. It identifies the program/project objectives and customers who will benefit from and receive the solution(s) to be provided. It identifies the need, the problem to be solved, and/or the opportunity to exploit. In this section list the project's objectives, the benefits the customers will receive as a result of this program/project, describe the observable and measurable outcomes that will result directly from the program/ project's implementation and describe the key accomplishments to be achieved during the project.>*

### **1.1 Business Need and Project Description**

*<Provide a detailed explanation of the business need/issue/problem that the program/project will address. Describe the scope and nature of the business need/issue/problem as narrowly and specifically as possible. Include a summary-level project description.>*

### **1.2 Objectives**

*<Provide a list of project objectives, and which business need/issue/problem stated above each objective will address.>*

### **1.3 Expected Accomplishments and Capabilities**

*<Provide a detailed explanation of the goals to be accomplished by the conclusion of the project. To facilitate program/ project oversight, decision-making, and accountability, information regarding solution capabilities should be defined to a level that permits meaningful understanding of what the solution is to do (functions) and how well the solution is to perform those functions (performance). Definition of deliverables and establishment of metrics for measuring performance provides insight into progress being made toward achieving capabilities.>*



## 1.4 Program/Project Justification

*<Provide the business justification for the program/project. Include content on the risks associated with not moving forward with the program/project as well as not meeting the expected accomplishments.>*

## 1.5 Measurable Mission Benefits and Target Success Criteria

*<Mission benefits that accrue from a proposed solution should be specific and measurable, and should be linked to specific capabilities. These benefits should also be linked to HUD's mission and strategic direction. This section describes measurable mission benefits (success measures) and related success criteria for the program/project. Below, quantify benefits in terms of key performance areas such as: operational efficiency, quality, cost savings, employee retention, customer satisfaction, etc. Additionally, for each business benefit, define what is required for final program/ project acceptance (success criteria) and when you will be able to judge success.>*

*Address the timeframe in which these benefits are expected to be achieved, what activities need to take place to reach them, and other relevant information.>*

### 1.5.1 Non-Recurring Mission Benefits and Target Success Criteria

*<The following subsection describes the non-recurring solution benefits. For each benefit, provide target success criteria or state what is required for acceptance to demonstrate that the benefit is being realized.>*

#### **Cost Reduction (Savings)**

*<Describe non-recurring cost reductions (savings) resulting from improved system operations, such as: reduction of resource requirements; improved storage and retrieval techniques; improved resource utilization; and reduced error rates.>*

#### **Value Enhancement**

*<Describe benefits that enhance the value of an application system, such as: improved resource utilization; improved administrative and operational effectiveness; and reduced error rates.>*

#### **Other**

*<Describe other benefits.>*

### 1.5.2 Recurring Mission Benefits and Target Success Criteria

*<Document the monthly and/or quarterly recurring benefits of implementation the solution over its useful life. For each benefit, provide target success criteria or state what is required for acceptance to demonstrate that the benefit is being realized. Sample recurring benefits may include:>*

- *Equipment lease, rentals and in-house maintenance*
- *Software lease, rental and in-house maintenance*
- *Data communications lease, rental and in-house maintenance*
- *Personnel salaries and fringe benefits*
- *Direct support services (intra-agency services)*
- *Travel and training*
- *Space occupancy*



- *Supplies and utilities*
- *Security and privacy*
- *Contractual and interagency services, such as: information systems (IS) services, data communications, software, technical and other support*
- *Overhead (Include overhead benefits that represent additional or incremental expenses attributable to the solution)*
- *Cost avoidance. (Describe avoidance of future costs that would be incurred compared to maintaining current operations. Describe improvements in operational flexibility, information handling and response to anticipated requirements, as related to cost avoidance.)>*

### **1.5.3 Intangible Mission Benefits and Target Success Criteria**

*<This section describes benefits that are difficult to quantify in terms of direct dollar values (e.g., improved employee satisfaction, reduced risk of incorrect processing, improved information handling, enhanced organizational image) for the solution. Intangible benefits can sometimes be assigned values in terms of estimates and tradeoffs. For each benefit, provide target success criteria or state what is required for acceptance to demonstrate that the benefit is being realized.>*



## 2. Alignment with HUD's Target Enterprise Architecture (EA)

### 2.1 Program/Project Alignment Description

*<Briefly describe how the program/project contributes to HUD's target enterprise architecture (EA) and its role in the Enterprise Roadmap. Include a description of how the program/project includes or will achieve programmatic or technical innovation.>*





### 3. High-Level Business Requirements and Scope

<This section identifies the program/project’s high-level business requirements and defines the scope of the program/project. Requirements are what the program/project’s service or result must meet in order for the project objectives to be satisfied. Scope is defined with a preliminary scope statement which highlights what the project will include, any high-level resource or requirement descriptions, and what will constitute completion of the project.>

#### 3.1 High-Level Business Requirements

<Provide a list of high-level business requirements. Each business requirement should have a name that begins with a verb (e.g.: Record the location of the document. More detailed business requirement development will take place during the Planning Phase of the PPM life cycle, this is meant to be an initial list.>

Req. #	Business Requirement Description

#### 3.2 Scope

<Provide a high-level description of the project’s scope (What functionality is included? What business areas and/or systems are impacted, if known?).>

The program/project scope defines the range of the proposed products and services the program/project will deliver. Scope might be subdivided into the scope of an initial product release and planned growth strategies for subsequent releases. It is also important to define what the program/project will not include, so describe limitations and exclusions, such as solution features or characteristics that a stakeholder might anticipate, but which are not planned to be included in the program/project.>



## 4. Assumptions, Constraints, Issues, Impacts

### 4.1 Assumptions

<This section identifies any program/project assumptions. Assumptions are current and future situations beyond the control of the program/project which influence its success. Examples of assumptions include:

- Availability of a hardware/software platform
- Continued out-year funding
- Pending legislation
- Court decisions that have not been rendered
- New technological developments
- Interdependencies >

### 4.2 Constraints

<Identify known program/project constraints, such as products to be reused, components to be acquired, interfaces to other projects or products, or technologies to be employed. Describe the priorities among the program/project’s features, quality objectives, schedule, staff, and budget. The following table identifies the parameters around the program/project’s key drivers (top priority objectives), constraints to work within, and dimensions that can be balanced against each other to achieve the drivers within the known constraints.

Examples of constraints include:

- Timelines
- Logistics and staffing
- Government regulations
- Standards imposed on the solution
- Strategic decisions
- Interdependencies>

Dimension	Constraint (state limits)	Degree of Freedom (state allowable range)
<b>Features</b>	<Insert feature constraints here>	<Insert feature degree of freedom here, e.g. 70-80% of high priority features must be included in release 1.0>
<b>Quality</b>	<Insert quality constraints here>	<Insert quality degree of freedom here, e.g. 90-95% of user acceptance tests must pass for release 1.0, 95-98% for release 1.1>
<b>Cost</b>	<Insert cost constraints here>	<Insert cost degree of freedom here, e.g. budget overrun up to 15% acceptable without executive review>
<b>Schedule</b>	<Insert schedule constraints here, e.g. release 1.0 must be available by 10/1, release 1.1 by 12/1>	<Insert schedule degree of freedom here>



Dimension	Constraint (state limits)	Degree of Freedom (state allowable range)
<b>Staff</b>	<i>&lt;Insert staff constraints here, e.g. maximum team size is 6 developers + 4 testers&gt;</i>	<i>&lt;Insert schedule degree of freedom here&gt;</i>

**4.3 Issues**

*<Identify any known program/project issues that exist as the program/project commences.>*

**4.4 Impacts**

*<Identify in the following table any impact that the program/project may have on existing business functions, processes, or systems within other business areas. This also includes preliminary and estimated impacts to HUD's infrastructure in terms of additional servers needed, SAN storage needed, expected transaction rates, etc.>*

Potential Impact	Process/System Impacted	HUD Business Area



## 5. High-Level Risk Identification

<This section documents any known business, technology, or enterprise risks initially associated with the project. A complete risk registry must be completed during the Planning Phase of the PPM Life Cycle.>

Risk Description	Risk Owner	Risk Trigger	Risk Impact (H, M, L) <sup>1</sup>	Probability of Occurrence (H,M,L)	Mitigation Approach

<NOTE: PPM V2.0 allows **(in some cases)** that this section of the Project Charter can be leveraged as the project risk log. If this is the case for your project, then this risk log must contain all project risks and not only high-level risks and it must be managed and updated throughout the life cycle of the project. Additionally, it **MUST** include any additional information that would otherwise be kept in the risk log artifact required to satisfy the requirement of this information feeding the OMB 300 update on a monthly basis. Additionally, you must also incorporate a risk management plan if it is not included in your Project Management Plan. If this is the case, please follow the instructions below for your risk management approach.

Project risk management includes the processes of conducting risk management planning, identification, analysis, response planning, and controlling risk on a project. Describe at a high-level the following on how the project will:

- Conduct risk management activities
- Determine which risks may affect the project
- Prioritize risks for further analysis or action by assessing and combining their probability of occurrence and impact
- Analyze the effect of identified risks on overall project objectives
- Develop options to reduce threats to project objectives
- Control risks (risk response plans, risk tracking, identification of new risks)

<sup>1</sup> H= High, M=Medium, L=Low



## 6. High-Level Analysis of Alternatives

*<Provide a high-level exploration and discussion of alternatives to identify preliminary candidate solution(s). Include an outline/description of each alternative under consideration. If re-using an existing solution is not a viable option, provide an explanation for this decision.*

*Some examples of alternatives to consider may include:*

- *Cloud-based options (Software-as-a-Service, Platform-as-a-Service, Infrastructure-as-a-Service)*
- *Intra- or inter-agency shared services*
- *Buy, build, service reuse of existing system(through modifications and enhancements)*
- *Outsourced vs. in-house custom development*
- *Commercial-off-the shelf (COTS) vs. Government-off-the-shelf (GOTS)*
- *Mainframe vs. server-based vs. clustering*
- *Unix vs. Linux vs. Windows>*



## 7. Timeline, Milestones and Deliverables

### 7.1 Program/Project Duration

*<Provide the estimated duration and timeline for the program/project.>*

### 7.2 Program/Project Milestones and Associated Deliverables

*<Program/project milestones should be tied to the capabilities to be delivered and should permit progress to be measured. Such milestones should include critical events such as solution design, integration, and test activities that are important for example in completing a custom development project. A milestone should also have a deliverable associated with it. Note: For programs/projects that complete Section B: Project Plan and Execution Data in the OMB 300B, milestone information in this Project Charter should all align, as well as be reflected in the Project Schedule. If they have changed or differ from what has been reported to OMB, you may need to work with the Investment Management division within OCRPM to re-baseline the program/project.>*

The table below lists the high-level milestones of the program/project and their estimated completion dates.

Key Milestones	Deliverable	Date
<i>&lt;Insert milestone information&gt;</i>	<i>&lt;Insert deliverable information&gt;</i>	<i>&lt;Insert estimated milestone date&gt;</i>

**Table 1 - Key Milestones/Summary Schedule**



## 8. Estimated Program/ Project Budget

This estimate is understood to be preliminary, based on the IPT's best projection of time, staff, infrastructure, and communications resources. It is intended to determine probable funding requirements/ asks as it proceeds through the PPM life cycle.

*<This section provides a summary of estimated spending to meet the objectives of the program/project as described in this Project Charter. This summary of spending is preliminary, and should roll up to the Life Cycle Cost Estimate for the life of the solution.*

*Provide an estimate for the range of costs and resources required to complete the program/ project. Include indirect costs related to the definition, design, development, and deployment of the solution. Ensure that the estimates reflect any costs associated with modifying other solutions/systems to support program/project needs. This includes estimating the costs for generating the specifications for system interfaces and developing and modifying those interfaces. Unless another project has explicitly accepted those costs, they must be factored into the program/project budget.>*

Cost Element	QX/FYX	QX/FYX	QX/FYX	QX/FYX	QX/FYX
<b>Initiation Phase</b>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Project Management Services/Deliverables	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Business-Related Services/ Deliverables	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-System/Technical-Related Services/ Deliverables	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Software	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Hardware	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Other	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
<b>Planning Phase</b>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Project Management Services/Deliverables	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Business-Related Services/ Deliverables	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>



-System/Technical-Related Services/Deliverables	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Software	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Hardware	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Other	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
<b>Execution &amp; Control Phase</b>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<b>&lt;Enter \$ if applies&gt;</b>
-Project Management Services/Deliverables	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Business-Related Services/ Deliverables	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-System/Technical-Related Services/Deliverables	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Software	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Hardware	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Other	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
<b>Closeout Phase</b>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Project Management Services/Deliverables	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Business-Related Services/ Deliverables	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-System/Technical-Related Services/Deliverables	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Software	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Hardware	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>	<Enter \$ if applies>
-Other	<b>&lt;Enter \$ if applies&gt;</b>	<b>&lt;Enter \$ if applies&gt;</b>	<b>&lt;Enter \$ if applies&gt;</b>	<b>&lt;Enter \$ if applies&gt;</b>	<Enter \$ if applies>





## 9. Integrated Program/Project Team (IPT) Members

### 9.1 IPT Membership

*<IPT members are advocates for effective project management activities and delivery of the functionality required to meet the business needs. The table below provides some examples of the type of work each role is expected to perform on a program/project. It is critical to have these roles filled at the beginning of the program/project and that each member participates in all phases of the project. Additionally, this section should be updated with addendums throughout the life cycle of the project in order to keep an accurate and up-to-date IPT membership log.>*

*The roles below are typical roles in an IPT and can be amended as necessary. Even if a person is not identified and approved for each role, provide the information for the roles you have filled, and immediately schedule a meeting with the appropriate executive of the organizations where the staff report to complete the membership (business side). The Project Initiation Form (PIF) submitted prior to the Initiation Phase serves as the official request for OCIO resources for the IT disciplines. Teams are encouraged to include a project organization chart to show project member reporting relationships.*

*The role of an IPT member also includes commitment to comply with HUD policy on following the PPM life cycle throughout the life of the program/project.>*

**IPT Members:**

Name	Role/Responsibility	Contact Information
<i>&lt;Member Name&gt;</i>	<b>IT Project Manager</b> – Primary responsible PM for the overall project/ solution; partners with Business Lead to direct project; brings knowledge and access to technical resources; must be certified; is supported by a Business Lead	<i>&lt;Insert contact information&gt;</i>
<i>&lt;Member Name&gt;</i>	<b>Business Lead</b> – Serves as primary program/ project lead from the program area; brings business knowledge and requirements and access to customer and stakeholder resources; must be certified; responsible for program direction decisions	<i>&lt;Insert contact information&gt;</i>
<i>&lt;Member Name&gt;</i>	<b>Contract Specialist/Contracting Officer</b> – acquisition strategy and contract processing; identify contracts that might be available; best type of contract for requirement; tasks and timelines for acquisition tasks and activities in the project	<i>&lt;Insert contact information&gt;</i>
<i>&lt;Member Name&gt;</i>	<b>Government Technical Representative (GTR), and Government Technical Monitor (GTM)</b> – support the Business and IT PM by developing the acquisition documents necessary to execute the acquisition strategy and project intent; provides	<i>&lt;Insert contact information&gt;</i>



	contract execution and administration activities in accordance with contract	
<Member Name>	<b>Security Specialist</b> – obtain & analyze data requirements and access requirements from business to determine project activities needed to execute appropriate technical controls; provides major input into system security plan; provide input into other security activities, timelines, and cost estimates	<Insert contact information>
<Member Name>	<b>Infrastructure &amp; Operations Representation</b> – technical representatives required to participate from the beginning of the project to understand and translate business & functional requirements into technical specifications, assist in defining project activities, timelines, and cost estimates, address HW/SW and services needed to support the project, address development, testing, production, and backup requirements, establish service levels, provide major input into system security plans, technical design, test plans, data conversion plans, deployment/release plans, operational and maintenance plans	<Insert contact information>
<Member Name>	<b>Enterprise Architecture Representation</b> – use architecture standards to assist in developing solution design options; provides input in to tasks, timelines, and cost estimates for security, data, technical, & service architectures; recommends segment and investment placement of projects/solutions into IT portfolio	<Insert contact information>
<Member Name>	<b>Customer Subject Matter Experts</b> – must be on the project team at the beginning for developing requirements and participating in design, configuration, testing, training, implementation, setting performance metrics and service levels; generally serve as UAT testers; critical to achieve customer satisfaction	<Insert contact information>
<Member Name>	<b>Stakeholders</b> – to identify activities, timelines, and cost estimates necessary to ensure interfaces with other business processes and systems is identified as requirements, and planned and executed throughout the project	<Insert contact information>



<Member Name>	<b>Investment Management Representative – CPIC</b> – to identify and ensure projects/solutions follow investment management requirements, investment updates, monthly federal IT Dashboard updates, performance reporting, and other IT budget formulation and execution activities	<Insert contact information>
<Member Name>	<b>Chief Financial Officer Representative</b> - overall HUD budget formulation and execution	<Insert contact information>
<Member Name>	<b>Privacy Officer Representative</b> – assess data requirements to ensure appropriate controls are executed to protect sensitive and private information	<Insert contact information>

## 9.2 IPT Authority Levels

<Each IPT member has specific expertise that he/she brings to a program/project to help ensure successful delivery. In addition to IPT member roles and responsibilities, many IPT members also have program/ project levels of authority. The table below provides an example of various levels of authority by key IPT member and should be modified based on the specifics of the program/project. One item that must be documented is what role(s) is/ are responsible and have the authority level for providing final sign off at the completion of the project.>

Role	Authority Level
Primary Segment Sponsor	<Authority level includes ability to make all strategic decisions related to the program/ project, including the recommendation of not moving forward with the solution. This role also has the authority to accept and/ or reject key delivery aspects of the program/project and serves as the final signoff at the completion of the program/ project signifying program/project completion and achievement of the program/project intended benefits.>
IT Project Manager	<Authority level includes decision-making on day-to-day leadership of the program/ project. Includes ability to change scope and schedule as needed (as long as consulting occurs with Business Lead).>
Business Lead	<Authority level includes any business-related decisions that are made at the program/project level.>
OCIO Discipline Leads	<Authority level includes use of subject matter expertise on content included within artifact templates owned by the respective OCIO discipline. For example, Enterprise Architecture (EA) is the owner of the Solution Architecture PPM template; as such, the EA representative on the IPT would have to approve the specific artifact and its content prior to it getting submitted to the TRC for the appropriate control gate. A listing of template owners is posted on the PPM V2.0 website.>
Security Representative	<Authority level includes use of subject matter expertise on completion of any security-related artifact and appropriateness of information provided.>



<i>Privacy Representative</i>	<i>&lt;Authority level includes use of subject matter expertise on completion of any privacy-related artifact and appropriateness of information provided.&gt;</i>
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## Appendix A: References

<Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.>

Table 1 below summarizes any documents referenced in this document.

Document Name	Description	Location
<Document Name and Version Number>	<Document description>	<URL to where document is located>

**Table 1 – Document References**



## Appendix B: OMB 300 Classifications

<Provide the following information to facilitate annual OMB 300 reporting. In Table 2, acknowledge all that apply to the program/project for which this Project Charter has been completed. In Table 3, insert any URLs related to program/project if applicable: (i.e. publicly accessible datasets and/or API; links to social media; links for general information).>

Tables 2 and 3 below summarize OMB 300 data requirements at the investment level. By providing this information at the program/project level within the PPM life cycle, it will facilitate annual data collection at the investment level and reduce the overall level of effort.

Attribute	Yes/No
Does the program/project include a shared service (intra- or inter-agency – current and/or planned)?	<Enter yes/no>
Does the program/project include a data center (current and/or planned)?	<Enter yes/no>
Does the program/project include PIV-enabled systems (per HSPD-12) (all systems currently PIV-enabled) (see OMB memo M-11-11)	<Enter yes/no>
Does the program/project include cloud computing (current and/or planned)?	<Enter yes/no>
Does the program/project include APIs (application programming interfaces) consistent with the Digital Government Strategy?	<Enter yes/no>

**Table 2 – Program/Project Attributes**

URL	Provides publicly accessible datasets produced by this program/ project	Provides a publicly accessible API to provide access to data from this program/ project	Links to social media about this program/ project	Provides general information about this investment	Provides general information about the business process or program served by this program/ project but not the program/ project itself
<URL>	<Enter X if applies>	<Enter X if applies>	<Enter X if applies>	<Enter X if applies>	<Enter X if applies>
<URL>	<Enter X if applies>	<Enter X if applies>	<Enter X if applies>	<Enter X if applies>	<Enter X if applies>
<URL>	<Enter X if applies>	<Enter X if applies>	<Enter X if applies>	<Enter X if applies>	<Enter X if applies>

**Table 3 – Program/Project URL Information**



## Appendix C: Key Terms

Table 4 below provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

Term	Definition
<Insert Term>	<Provide definition of term and acronyms used in this document.>

Table 4 - Key Terms