***Description:*** *Write a brief summary of what the project is and helps define how the project supports the business objectives*

This project consists of transitioning some of CPC International Desks product suite to NCO so that regionalized GFS and GEFS forecasts as well as GDAS analysis can be updated real time on the CPC website.

***Scope:*** The scope of the project includes: *List the goals/objectives that will be achieved by the*

 *project*

* *Transition of CPC International Desks GFS, GEFS, and GDAS production suite to NCO*
* *NCO to ensure that products are updated real time on the CPC International Desks website*

 The scope of the project does not include: *list any scope items that you want to make sure*

 *everyone knows will not be part of the project (if needed)*

* *Out of scope 1*
* *Out of scope 2*

 The following areas of scope are uncertain or have not been fully defined: *but might be*

 *included later via project change management process (if needed)*

* *Undefined item 1*
* *Undefined item 2*

***Major Deliverables:*** *What is going to be produced when this project is completed? Deliverables are tangible products, when completed, mark the successful completion of the project (e.g. working computer code, software manual, user training, etc.)*

* *Scripts to make the products and documentation*
* *Automated product updates*

***Estimated Costs:*** *What are the known or projected levels of investment required to complete this project? This would include hardware, software (licensing and maintenance), labor costs (both internal and external), travel and training costs, etc. You can use the Project Budget Worksheet document to help gather the project costs. You should try to come up with an estimated or ball park level of effort (in hours) for the resources on the project. To calculate a cost, use $55/hour for internal resources. Remember it’s an estimate and that you will spend time in the planning phase defining in detail the actual costs*

***Estimated Benefits:*** *What are the known or projected benefits from implementing this project? Include expected cost savings e.g. automating a manual work flow, increasing revenue, increasing staff productivity or morale. You can use the Cost/Benefits or the Return on Investment documents to help you define the benefits. Remember it’s an estimate and that you will spend time in the planning phase defining in detail the actual benefits.*

The CPC Internaatonal Desks products are updated real time for the benefit of the users including the U.S. government and meteorological services around the world.

***Organizational Scope:*** *Document what parts of the NCEP organization will be affected by this project. Include any major stakeholders for the project and how they might be impacted*

*NCO and CPC. Other stake holders include USAID and USGS.*

***Risk:*** *List any major known risk to the project. These are items which, if not overcome may become obstacles to completing the project e.g. new technology, lack of support, large organizational change. You should also add any known assumptions and constraints regarding the project. You can use the assumptions checklist and the constraints checklist to help you think about what assumptions and constraints might affect your project. You can also use the Risk Assessment Questionnaire or the Project Complexity Indicator tool to help you find the areas of risk in you project* *Risk Grammar: If XXXX happens then the impact to the project is YYYY.*

If the scripts do not meet NCO requirements, then this will have an impact on the product updates on the CPC International Desks website.

*This part of the charter is the approval portion. The project Sponsor signs off on the charter and appoints a project manager and authorizes funding to go into the project planning phase*

Project Authorization

***Appointment of Project Manager:*** I appoint *Rebecca Cosgrove and Wassila Thiaw* as Project Manager for this project. In this capacity, *Rebecca Cosgrove and Wassila Thiaw* has the authority to expend NCO human and financial resources to accomplish objectives of the project.

***Project Budget Authority:*** In support of this project, I authorize the use of staff time to meet the scope/objectives. A time estimate will be provided for review and approval during the project planning phase.

***Project Reporting Frequency:*** Status will be reported on a *frequency* basis or as required by Sponsor.

***Project Expected Duration:*** A roll-up duration estimate is *X* months. Actual effort will be determined from the project plan and submitted to the Sponsor for review and approval.

***Project Sponsor(s):*** *Sponsor Name(s), Sponsor Title(s)*

Signature(s) of the project Sponsor(s) indicates the project charter has been reviewed and approved by the Project Sponsor(s).

Project Sponsor Approval: Rebecca Cosgrove and Wassila Thiaw\_\_ Date: 1/22/2015\_\_\_

PMO Project Number: PMO*xxx PMO will assign this number once the project is signed by Sponsor*

 *(signed copy goes to PMO)*

Document Information and Revision History

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| --- | --- | --- | --- |
| Version | Date | Author(s) | Revision Notes |
| 1.0 |  |  | New |
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