

Big Rock and Project Charter

Project Name:		
Purpose: What do you want to accomplish?		Importance: What's the biggest difference this will make?
People: How will this affect our internal team? How will this affect our customers?		
Outcome(s): What does the completed project look like? Is there an expected ROI?		
Success Criteria: What must be true when the project is finished?		
Best Result	If you do take action	
Worst Result	If you don't take action	
Checkpoint:	Should we move forward? Is more information needed?	

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Big Rock/Project Team

Role	Name	Role	Name
Leader		Advisors	
Team Members		Keep Informed	
		Other	

Progress Reporting

Resource & Time Commitment:		
Communication Plan:	How and when will you report on progress?	
“Pre-Mortem”: The project went terribly wrong. What happened? (What can we anticipate?)		Is this project dependent on other projects?

SMART Goals, Milestones, Deliverables

What	By When	Notes and Deliverables	Done

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POST-COMPLETION: “The Green Zone” - Our plan to ensure continued success, avoid “moving-on” too quickly, and define role ownership.

System Owner- What Role will own this process or program going forward? How will this be handed off as a Core Function?

If this includes new content, where will the content be stored?

Will our current technology work or need to be adapted? Will new technology be needed?

What KPI's can be measured?

How will be KPI's or content be reviewed?