Project Charter

1.0 Project Identification

Name of Project:	1b2 Project Management and Change Management Templates and Practices
Sponsor: (Accountable)	Kate Allan
Project Manager: (Responsible)	Michelle Palmer
Project Team Members: (Responsible or Consult)	Desirée van Dijk M. Giberson S. Hammill
Approved Budget:	$0

2.0 Business Need

1b2 Implement Project and Change Management Templates through the utilization of standard tools (RACI) and practices for all project leads and other appropriate levels of the organization.
Q4 2025 - Q3 2026

3.0 Project Objectives (Purpose)

Support project leads and project team members through the use of standardized documents and practices to reduce risks to projects, enhance efficiency and increase engagement of staff.

4.0 Project Scope

Documents and practices to be used for projects throughout the City

5.0 Stakeholders

Name	Consult or Inform
Project leads throughout organization	Consult
SLT	Inform
Communications (Carly)	Consult
Records Management (DvD)	Consult

6.0 High Level Deliverables / Milestone Dates

Item	Deliverables / Milestones	Dates
1.	Catalogue complete of current practices and documents by project type	November 2025
2.	Research complete	November 2025
3.	Consultation with project leads	January 2026
4.	Templates created	April 2026
5.	Education developed	May 2026
6.	Communication plan created	May 2026
7.	Education Roll-Out	June 2026

7.0 Risks

Severity	Description	Mitigation Tactic
High	Lack of Staff Buy-In to the benefit of using standard templates	Communication plan and education
Medium	Scope creep	Parking Lot document for capturing ideas/ actions not specific to the scope
Medium	Resource constraint (depending on the number of templates required and the associated testing)	

8.0 Key Results for Success (Must Be Measurable or Quantifiable)

Number of standard templates
Number of practices developed
Number of education sessions/ staff trained