Project Charter

1.0 Project Identification

Name of Project
Maximize opportunities to integrate Microsoft Teams throughout the corporation to coordinate project management, operations, and communications.

Sponsor
(Accountable) Tim Simmonds

Project Lead
(Responsible) Kim Sowerby

Project Team Members (Responsible or Consult)

Amanda Tennant
Carly McArthur
Spencer Hammill
Ashley McNeil
Nicole Olmstead
Desiree van Dijk

Approved Budget
$0

2.0 Business Need

Ref 1b1 Maximize opportunities to integrate Microsoft Teams throughout the corporation to coordinate project management, operations, and communications.

Q2 2024 to Q4 2026

3.0 Project Objectives (Purpose)

The purpose of this project is to enhance organizational efficiency by maximizing the integration of Microsoft Teams across the entire corporation. The integration will focus on coordinating project management, streamlining operations, and improving communication channels. Microsoft Teams will be leveraged as a comprehensive platform to facilitate collaboration, foster real-time communication, and enhance overall productivity.

4.0 Project Scope

Understanding and identifying the opportunities with Microsoft teams and how we can use it in the organization.

Determine an integration module with the organization.

Explore other tools in Teams.

Teams will not be the main software for project management projects.

5.0 Stakeholders

Name	Consult or Inform
Managers/ Supervisors/Superintendents	Consult
Service Review Teams	Consult
Ad Hoc Service Review Committee	Inform
All Staff	Consult
IT Team	Consult
Other Municipalities	Consult
Microsoft	Consult

6.0 High Level Deliverables / Milestone Dates

Item	Deliverables / Milestones	Dates
1.	Training for 1b1 team with Microsoft Teams	Q1 2025
2	Highlights & info of what everyone has learned, complete findings report to Ad Hoc committee	Q2 2025
3	Tool kit, usage guide and process mapping	Q2 2026
4.	Role out and education	Q4 2026

7.0 Risks

Severity	Description	Mitigation Tactic
High	Lack of buy-in from staff on change	Educate staff on how using the program will make things more efficient
Medium	Technical Challenges	Conduct thorough testing and training for staff. Consultation with staff Communication with staff
High	Security Concerns	If using on personal devices, align with IT to get Security updated on devices
Medium	Budget	

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

1. Set up a 1b1 Teams site in Microsoft Teams
2. Complete education training for the 1b1 team
3. Completion of the findings report to ad hoc committee