

Project Charter — Website Migration to the Cloud

Project Charter

Project Purpose and Business Justification

The project concerns the migration of the company's corporate website and customer portal from company-owned servers to the cloud.

The stated project duration is four months, with a budget of €45,000. The identified delivery team comprises a project manager, two developers, and an external cloud provider. The IT director is identified as the project sponsor.

The business justification, expected benefits, strategic alignment, and consequence of not proceeding are **TBD — approved business case or sponsor justification required**. The specific authorization decision sought is **TBD — sponsor authorization request and approval conditions required**.

This charter is limited to project initiation and authorization. Detailed migration planning, technical design, implementation sequencing, and operational transition planning are **TBD — approved scope and delivery planning inputs required**.

Objectives

Authorized project objectives are **TBD — approved objectives input required**.

The following objective attributes are also **TBD — approved objective definitions required**:

- Outcome to be achieved.
- Beneficiary or affected business area.
- Measure and baseline.
- Target value.
- Accountable owner.
- Completion timeframe.
- Relationship to the stated cloud migration purpose.

The four-month duration is a stated planning expectation, not a complete objective or approved schedule commitment. The €45,000 amount is a stated budget figure, not evidence of an approved funding envelope or budget authority.

Scope and Boundaries

Scope Item	Classification	Description	Rationale	Owner	Status
Corporate website migration from company-owned servers to the cloud	Potentially included	The supplied brief identifies migration of the corporate website as part of the project. Detailed boundaries and acceptance conditions are TBD.	Based on the supplied project brief	TBD — scope owner required	Proposed; scope approval TBD
Customer portal migration from company-owned servers to the cloud	Potentially included	The supplied brief identifies migration of the customer portal as part of the project. Detailed boundaries and acceptance conditions are TBD.	Based on the supplied project brief	TBD — scope owner required	Proposed; scope approval TBD
Cloud environment and migration activities	Potentially included	The project references an external cloud provider, but the required cloud services, configurations, integrations, security arrangements, and migration activities are TBD.	Required to determine how the stated migration will be delivered	TBD — approved scope and technical input required	TBD

Scope Item	Classification	Description	Rationale	Owner	Status
Project management and development resources	Project resource boundary	The stated team comprises a project manager and two developers. Responsibilities, capacity, allocation, and duration are TBD.	Based on the supplied team description	TBD — resource authority required	Proposed; resource confirmation TBD
External cloud provider involvement	Project interface	An external cloud provider is identified as part of the team. Contractual responsibilities, deliverables, authority, and handoffs are TBD.	Based on the supplied project brief	TBD — provider responsibility input required	Proposed; confirmation TBD
Project duration	Constraint or planning parameter	The project should take four months. Start date, end date, schedule basis, and whether this is an approved commitment are TBD.	Based on the supplied project brief	TBD — schedule authority required	Indicative
Project budget	Constraint or funding parameter	The stated budget is €45,000. The funding source, cost estimate basis, authorized limit, and included cost categories are TBD.	Based on the supplied project brief	TBD — funding authority required	Indicative

Scope Item	Classification	Description	Rationale	Owner	Status
Explicit exclusions	Excluded scope	No explicit exclusions were supplied.	Exclusions cannot be inferred from silence	TBD — scope authority required	TBD — approved exclusions input required
Scope-change authority	Governance boundary	The authority permitted to approve scope changes is TBD.	Required to control the authorization boundary	TBD — governance decision required	TBD

Key Deliverables

The following potential deliverables are indicated by the project purpose, but their detailed definitions are **TBD — approved deliverables input required**:

- Migrated corporate website hosted in the cloud, subject to a TBD acceptance condition, accountable owner, dependency, and target milestone.
- Migrated customer portal hosted in the cloud, subject to a TBD acceptance condition, accountable owner, dependency, and target milestone.
- Cloud provider contribution or configured cloud environment, subject to a TBD acceptance condition, accountable owner, dependency, and target milestone.
- Project completion evidence, including acceptance and transition criteria, is **TBD — approved deliverable and acceptance input required**.

The project team's activities, such as development or migration execution, should not be treated as deliverables unless confirmed through the approved scope and deliverables definition.

Stakeholders

Known stakeholder and delivery roles are limited to the following supplied information:

- **IT director:** identified as the project sponsor. Specific authorization authority, decision rights, escalation responsibilities, and sign-off scope are **TBD — approved governance input required**.
- **Project manager:** identified as a project team member. Specific accountability, authority, reporting responsibilities, and handoffs are **TBD — approved role assignment required**.
- **Two developers:** identified as project team members. Individual responsibilities, capacity, workstream allocation, and acceptance responsibilities are **TBD — approved resource and role assignment required**.
- **External cloud provider:** identified as part of the project team. Contractual scope, technical responsibilities, authority, service obligations, and handoffs are **TBD — provider agreement**

and governance input required.

Customer, business owner, operational, security, infrastructure, compliance, end-user, and other affected stakeholder groups are **TBD — stakeholder register or approved stakeholder analysis required**. Their interests, impact, authority, consultation needs, and responsibilities cannot be inferred from the supplied brief.

Project Organization and Governance

The project organization is partially identified, but formal authority, decision rights, escalation routes, and role assignments are not yet evidenced.

Role	Responsibility	Authority	Handoff	Evidence
Project sponsor — IT director	Sponsor role is identified; specific authorization and oversight responsibilities are TBD.	TBD — approved governance decision required	TBD — governance and reporting arrangement required	Supplied brief identifies the IT director as sponsor
Project manager	Project management role is identified; accountability for planning, coordination, reporting, and control is TBD.	TBD — approved role assignment required	TBD — governance and delivery handoff required	Supplied brief identifies a project manager on the team
Developers — two positions	Development team participation is identified; individual responsibilities and technical ownership are TBD.	TBD — approved role assignment required	TBD — deliverable and technical handoff required	Supplied brief identifies two developers
External cloud provider	Cloud provider participation is identified; provider deliverables, service responsibilities, and technical handoffs are TBD.	TBD — contract and governance input required	TBD — provider-to-project handoff required	Supplied brief identifies an external cloud provider
Governance body or steering committee	No governance body was supplied.	TBD — governance structure required	TBD	No supporting input supplied

Role	Responsibility	Authority	Handoff	Evidence
Assurance or approval role	No independent assurance or acceptance role was supplied.	TBD — assurance and sign-off input required	TBD	No supporting input supplied
Scope-change authority	No authority for approving changes was supplied.	TBD — sponsor or governance decision required	TBD	No supporting input supplied

Assumptions and Constraints

Stated planning parameters

- **Duration:** The project should take four months. Start date, end date, schedule basis, and commitment status are **TBD — approved schedule input required**.
- **Budget:** The project budget is stated as €45,000. Whether this is an estimate, requested funding amount, or authorized budget is **TBD — funding approval and estimate basis required**.
- **Core team:** The stated team comprises a project manager, two developers, and an external cloud provider. Capacity, allocation, availability, and contractual commitment are **TBD — approved resource plan and provider agreement required**.
- **Sponsor:** The IT director is identified as sponsor. Formal authority limits and sign-off responsibilities are **TBD — approved governance input required**.

Missing assumptions and constraints

Assumptions relating to the current hosting environment, application dependencies, data, security, compliance, service availability, customer impact, technical readiness, procurement, and operational support are **TBD — approved assumptions and constraints register required**.

The impact if any stated planning parameter proves inaccurate is **TBD — risk and schedule/budget analysis required**. Validation points, owners, resulting risks, and required charter decisions are also **TBD — project planning and governance inputs required**.

Resources and Budget

The supplied brief identifies the following high-level resources:

- One project manager.
- Two developers.
- An external cloud provider.

Resource capacity, allocation, availability, role assignments, provider contract terms, and timing are **TBD — approved resource plan and provider agreement required.**

The stated budget is **€45,000**. The following distinctions remain unresolved:

- **Budget estimate:** €45,000 is stated, but the estimate basis and included cost categories are **TBD — cost estimate required.**
- **Requested funding:** **TBD — funding request and funding source required.**
- **Authorized budget:** **TBD — sponsor or funding authority approval required.**
- **Currency:** EUR is indicated by the euro symbol.
- **Sponsor-approved limit:** **TBD — approved funding limit required.**
- **External provider cost:** **TBD — provider quotation, contract, or cost allocation required.**
- **Internal resource cost:** **TBD — approved resource costing required.**

The relationship between the €45,000 budget and the four-month duration is **TBD — approved estimate and schedule basis required.**

High-Level Risks

No risk register or approved risk assessment was supplied. Likelihood and impact are therefore not assigned.

Risk Id	Cause	Risk Event	Consequence	Likelihood	Impact	Response	Owner
R-001	TBD — risk identification input required	TBD — risk register required	TBD — consequence assessment required	TBD — risk assessment required	TBD — risk assessment required	TBD — response planning required	TBD — risk owner assignment required

Risks relating to technical migration, service interruption, data, security, customer access, provider dependency, cost, schedule, and operational readiness are **TBD — approved risk identification and assessment required.** Sponsor escalation criteria are also **TBD — governance and risk escalation rules required.**

Milestones

Only the overall four-month project duration has been supplied. Specific milestones, target dates, dependencies, decision gates, and owners are not available.

Milestone	Target Date	Dependency	Decision Gate	Owner	Status
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Milestone	Target Date	Dependency	Decision Gate	Owner	Status
Project authorization	TBD — approved schedule and authorization date required	Approval of charter, scope, funding, and governance are TBD	Sponsor authorization decision TBD	IT director sponsor role identified; formal ownership TBD	TBD
Corporate website migration milestone	TBD — approved milestone schedule required	TBD — migration dependencies required	TBD — acceptance or decision gate required	TBD — deliverable owner required	TBD
Customer portal migration milestone	TBD — approved milestone schedule required	TBD — migration dependencies required	TBD — acceptance or decision gate required	TBD — deliverable owner required	TBD
Project completion and acceptance	TBD — approved milestone schedule required	TBD — acceptance criteria and operational readiness required	TBD — completion approval required	TBD — acceptance owner required	TBD

The four-month duration is an indicative planning parameter from the supplied brief and is not treated as a detailed milestone commitment.

Success Criteria and KPIs

No approved objectives, success criteria, KPI definitions, baselines, targets, owners, evidence sources, cadences, or acceptance dates were supplied.

Measure	Definition	Baseline	Target	Unit	Source	Cadence
Project duration	Duration from approved project start to approved completion	TBD — approved schedule baseline required	Four months stated as the expected project duration; commitment status TBD — approved schedule required	Months	Supplied project brief; schedule evidence TBD	TBD — reporting cadence required

Measure	Definition	Baseline	Target	Unit	Source	Cadence
Budget	Project expenditure or approved project cost	TBD — approved cost baseline required	€45,000 stated; whether this is an authorized target or estimate is TBD — funding approval required	EUR	Supplied project brief; financial evidence TBD	TBD — financial reporting cadence required
Corporate website migration outcome	TBD — approved objective and acceptance definition required	TBD — baseline required	TBD — approved target required	TBD — measure definition required	TBD — approved evidence source required	TBD — KPI cadence required
Customer portal migration outcome	TBD — approved objective and acceptance definition required	TBD — baseline required	TBD — approved target required	TBD — measure definition required	TBD — approved evidence source required	TBD — KPI cadence required
Stakeholder or service outcome	TBD — approved success criterion required	TBD — baseline required	TBD — approved target required	TBD — measure definition required	TBD — approved evidence source required	TBD — KPI cadence required

The approving authority for success criteria and KPIs is **TBD — approved governance and acceptance authority required.**

Approval and Sign-off

Authorization is requested to proceed with the cloud migration project covering the corporate website and customer portal, subject to confirmation of scope, objectives, funding, governance, risks, deliverables, milestones, and acceptance criteria.

Authority	Decision	Conditions	Decision Date	Rationale	Status
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Authority	Decision	Conditions	Decision Date	Rationale	Status
IT director — sponsor role identified	Authorize, defer, reject, or request further analysis — decision TBD	Confirmed scope, objectives, deliverables, funding, governance, risks, milestones, and success criteria are TBD — approval conditions required	TBD — decision date required	Business justification and sponsor rationale are TBD — approved justification required	Pending
Funding authority	Confirm or reject the stated €45,000 budget — decision TBD	Funding source, estimate basis, and authorized limit are TBD — funding approval required	TBD — decision date required	TBD — funding rationale required	Pending
Governance authority or steering committee	Establish governance and change authority — decision TBD	Governance body, decision rights, escalation routes, and scope-change authority are TBD — governance decision required	TBD — decision date required	TBD — governance rationale required	Pending
Acceptance authority	Approve completion and success criteria — decision TBD	Acceptance conditions, KPI targets, and acceptance date are TBD — approved acceptance criteria required	TBD — decision date required	TBD — acceptance rationale required	Pending

No completed approval or sign-off evidence was supplied. Formal authorization status is therefore **TBD — signed charter or decision record required**.

Recommendation

Recommend **further analysis before formal authorization**, because the supplied brief establishes the proposed migration, indicative four-month duration, stated €45,000 budget, core team, and sponsor role, but does not establish the objectives, scope boundaries, deliverables, stakeholder requirements, governance authority, risk position, milestone schedule, success criteria, or approval conditions required for a complete authorization decision.

The proposed project boundary is the migration of the corporate website and customer portal from company-owned servers to the cloud. The proposed resource model is one project manager, two developers, and an external cloud provider. The stated funding parameter is €45,000, and the stated duration is four months; both require confirmation as authorized commitments.

Before authorization, the sponsor or delegated governance authority should confirm:

- Approved business justification and expected outcomes.
- Objectives with measures, targets, owners, and timeframes.
- Included and excluded scope.
- Deliverables and acceptance conditions.
- Stakeholder responsibilities and consultation requirements.
- Governance structure, decision rights, escalation routes, and change authority.
- Resource capacity and external provider responsibilities.
- Budget basis, funding source, and authorized limit.
- High-level risks and assigned owners.
- Milestones and decision gates.
- Success criteria and KPI approval authority.
- Required signatories and approval conditions.

On the available evidence, authorization is **not yet supported — completed business case, scope, governance, funding, risk, schedule, success criteria, and approval inputs required.**