

RFP to Contract Project Charter

Instructions

Use the RFP to Contract Project Charter to establish a clear project plan, decision rights, project scope and executive sponsorship for the procurement project.

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RFP to Contract Project Charter

1: Project Overview

Project Title	
Project Sponsor	
Project Timeline	
Project Manager	
Project Team	
Project Stakeholders	

2: Project Description

Situation/Problem/ Opportunity	
Benefits	
Background	
Purpose (Goal) Statement	
Objectives	
Deliverables	
Project Scope	
Out of Scope	
Key Success Criteria	

3: Project Tasks and Schedule

Task	Start	Finish	Comment

4: Risk Management Plan

Risk Factor	Probability High/Medium/Low	Impact High/Medium/Low	Mitigation Strategy

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5: Project Team and Organization

Name	Role	Responsibilities	Time
	Executive Sponsor		
	Project Sponsor		
	Project Manager		
	Development Team		
	Subject Matter Experts (SME)		
	Consultations/ Resources		
	Evaluation Team		
	Transition Team/Contract Manager		