

Project Charter

Drafting Tool



**First Nations
Infrastructure Institute**
Institut des infrastructures
des Premières Nations

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The project charter is a planning tool, developed prior to the business case, that describes the project's scope and purposes, outlines the governance framework for the project, and sets out a preliminary work plan to successfully deliver the project. It is a document that is developed collaboratively with the project owner (First Nation or Indigenous entity) and with the First Nations Infrastructure Institute (FNII), and potentially with other entities or organizations that have taken on responsibility for providing selected infrastructure-related services and have been invited by the project owner to participate on the project. In developing a project charter, FNII encourages owners to consider the following elements:

Overview

- Purpose – Statement describing the purposes of the project charter.
- Parties – Identification of the parties to the project charter.
- Contributors – Identification of the persons that participated in the development of the project charter.
- Assumptions – Identification of key assumptions made by the parties in developing the project charter.

Description and Scope

- Components – High level description of the major or key components of the project intended to ensure a common understanding among the parties; and possibly any components that are excluded from the project required for clarification purposes.
- Location – General description of the location or possible location of the project or its components, if known; or a description of the lands that will have access to the service provided by the infrastructure project.
- Steps – High level description of the major steps required to deliver the project.
- Rationale – Brief description of the rationale for the project, including the problem being solved or expected benefits, ensuring all parties understand the reason the project is being undertaken.
- Deliverables – Short description of key deliverables required for successful delivery.

Governance

- Structure – Identification of members of the team responsible for project delivery.
- Roles – Descriptions of each party's role in each of the key phases of the project; and identification of the party responsible for each task (including the identification of other parties that will assist in completing each task or parties that will be consulted during the task).
- Principles – Description of any principles the parties agree with guide them in the performance of their tasks.
- Decisions – Description of the decision-making process for each phase of the project and identification of the decision-making authority of each party in each phase.
- Communications – Description of communications protocols, both internal (between parties) and external (with third parties).
- Disputes – Description of the dispute resolution process to be used by the parties.

- Ethical Framework – Description of the ethical framework, including conflict of interest policy.
- Information – Description of policies and practices that will govern the collection, storage, use and disclosure of information relating to the project.

Work Plan

- Work Plan – Description of key phases of the work that will be required to successfully implement the project and projected start and end dates for each of the key phases.
- Sequencing and Dependencies – Description of the sequence of tasks necessary to ensure the on-time completion of the project; identification of dependencies between key phases; and events outside the control of the project owner that may impact the ability to successfully deliver the project on time.

Stakeholders

- Stakeholders – Identification of stakeholders, initial assessment of how they may be affected by the project, and description how their considerations could be addressed.
- Engagement – Description of how stakeholders will be kept informed about the progress of the project, and any potential stakeholder engagement activities that could be undertaken.

Risk Management

- Risks – Identification of internal risks (e.g. something that could limit a party's ability to perform its assigned tasks) and external risks (e.g. environmental, legal, financial, or other challenge that negatively impacts the project team's ability to successfully deliver the project).
- Analysis – Preliminary assessment of likelihood and potential impact of identified risks.
- Management – Description of possible strategies to manage identified risks, including methods to mitigate risks.

Monitoring

- Monitoring – Identification of the criteria to be used to measure success; and description of the method to monitor performance as the project is implemented.

Amendments

- Amendments – Description of the process the parties will follow to agree to make changes to the project charter.