**Website Consolidation Project Charter**

**Agency**

**Office**

**Date**

**Authorization**

This Charter formally authorizes a project to develop a [consolidated web presence] for [XYZ] lines of business in the Office. A Project Plan will be developed and submitted to the Project Sponsor for approval. Project activities will begin once the Project Plan and the resources to execute it are approved by the Project Sponsor.

To be included in the Project Plan:

* Scope;
* Schedule;
* Cost estimate;
* Budget; and
* Provisions for project control and management of scope, resources, quality, risk, schedule, stakeholder communications, and procurement.

**Purpose / Mission**

The purpose of the **Project** is to consolidate [XYZ] websites into one site.

This project meets the following business needs:

* Provide customers … ;
* Improve the agency’s ability to … ;
* Save … ;
* Increase … ; and
* Etc.

**Scope**

The [websites] included in this project are:

* abc.gov
* xyz.gov
* etc.

This [consolidation] project involves [XYZ pages of content].

**Design Principles**

The [consolidated website] will have the following attributes, features or functionality:

* Written in plain language, with a consistent editorial tone throughout;
* Integrates current websites into a common look and feel:
	+ Common design templates
	+ Highly sophisticated search across all sites
	+ Global navigation
	+ Easy to find/move from one topic/service to another
	+ Uses a consistent common terminology/data dictionary
* Leads the visitor to [guidance, requirements, tools and training] to [implement XYZ];
* Easy to use – usability-tested and test results incorporated into design;
* Uses an open-source content management system, or other systems and platforms already supported by the agency;
* Is Section 508 and WCAG 2.0 priority AA-compliant and accessible;
* Secure, vulnerability free;
* Uses “open” templates that the agency can modify if needed;
* Has ability to change/expand as new content/services are created;
* Incorporates social tools such as blogging, tagging, and integration with third-party social networks;
* Follows OMB policies for federal public websites.

**Project Management**

The Project Manager, [**Name**], is hereby authorized to interface with management, negotiate for resources, delegate responsibilities within the framework of the project, and communicate with all contractors and management, as required, to ensure successful and timely completion of the project. The Project Manager is responsible for developing the project plan, monitoring the schedule, cost, and scope of the project during implementation, and maintaining project control by measuring performance and taking corrective action.

**Project Schedule**

A completed project plan will be developed and submitted to the Project Sponsor for approval by [date]. Upon approval of this plan, resources will be assigned to the project, and work will commence within 3 business days. Work will be performed according to the approved project plan schedule. The Project Manager will obtain approval from the Project Sponsor for any schedule changes which might impact project completion.

**Budget**

The budget for the Project is [$amount]. It will be funded from [funding source].

**Requirements**

This project must meet the following requirements in order to achieve success – it must be:

* Tested in the staging environment prior to deployment;
* Usability and 508 tested to agency standards; and
* Implemented without disruption to operations.

Additional requirements may be added as necessary, with project sponsor approval, as the project moves forward.

**Constraints**

The following constraints pertain to the Project:

* The project deadline is extremely tight;
* Existing resources are stretched very thin;
* All software must be compatible with our current IT platforms;
* New or redesigned components include, but are not limited to, HTML templates and CSS style sheets, which must use existing infrastructure for content push, hosting;
* A minimum of [#] HTML and CSS developers who are familiar with [open-source tool] workflow will be required for application development associated with implementation of the new design and style sheets; and
* The new website must be integrated with the existing web analytics tool [e.g., GA or WebTrends] and enterprise search capability [USAsearch].

**Assumptions**

The following are a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

* This project has the full support of the project sponsor, stakeholders, and all divisions;
* The [IT Division] is authorized to contract for additional resources;
* Funding for resources is available; and
* Knowledge of existing websites’ site maps and content management models must be successfully transferred to the developers prior to the implementation phase.

**Risks**

The following risks for the Project have been identified. The project manager will determine and employ risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks:

* Existing resources are stretched thin, particularly in the [IT Division], where development resources are needed to implement design solutions;
* [Current .gov site] has a very strong brand and is widely recognized as a model throughout government. Re-branding the website, and integrating additional content without losing the current focus and loyal customer base will be tricky;
* The amount of content that needs to be migrated may cause schedule challenges for the launch date;
* The roles and responsibilities of [content and tech teams] are not yet fully defined;
* Resources for [508 testing; long-term project support, etc.] have not yet been identified;
* The number of stakeholders involved adds to the degree and complexity of project management required to reach consensus on project steps; and
* Additional contracting may be needed to properly resource development activities.

**Sponsor Acceptance**

Approved by the Project Sponsor:

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**Name**

Title