

Examination Scheduling System Acquisition Project Charter

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| Project Name | Examination Scheduling System Acquisition |
| Background | The Investment Review Committee approved the business case to acquire and off the shelf product for scheduling bank examinations. |
| Project Scope | Develop and release a Request for Proposal to acquire an off the shelf solution meeting the requirements for an examination scheduling system as defined in the business requirements document. Vendor evaluation to include a software capabilities demonstration (SCD). |
| Project Objectives | <ol style="list-style-type: none"> 1. Develop RFP package 2. Conduct SCD on qualify vendor products 3. Evaluate responses including SCD results as an evaluation factor. 4. Develop award recommendation and brief decision-makers |
| Project Sponsor | <i>Project sponsor's name here.</i> |
| Project Manager | <i>Project manager's name here.</i> |
| Contracting Officer | <i>Contracting officer's name here.</i> |
| Key Stakeholders | <ul style="list-style-type: none"> • Contracting Office • Investment Review Committee • Examination schedulers and examiners (end users of the system) |
| Project Assumptions | <ol style="list-style-type: none"> 1. Requirements have been approved and are stable and defined. 2. Cost of acquisition is consistent with estimates documented in the business case. |
| Top Project Risks | <ol style="list-style-type: none"> 1. Requirements are not sufficiently mature (team will assess requirements readiness) 2. Instability in government budgeting process and possible furloughs will affect project schedule. |
| Project Schedule | Anticipate contract award 90 days after start of project dependent upon requirements readiness. Refer to project plan (to be developed) for details. |
| Project Sponsor Approval | <i>Project Sponsor signs here.</i> |
| Project Manager Acknowledgement | <i>Project manager signs here.</i> |
| Contracting Officer Acknowledgement | <i>Contracting officer signs here.</i> |