



Project Initiation Documents

Project Charter:

IT Infrastructure Project Charter Template

Project Name	Smart & Secure Campus IT Infra, XYZ Technopark Pune
Project Sponsor	GYANAMGURU
Project Manager	John Alex
Business Unit / Department	[IT / Infrastructure / Operations]
Start Date	[DD-MMM-YYYY]
Target Completion Date	[DD-MMM-YYYY]
Document Version	v1.0

1. Project Purpose and Justification

Describe the business need for the IT infrastructure project, the current challenges, and why the project is being initiated. Include operational, security, capacity, compliance, cost, or service availability drivers.

2. Project Objectives and Success Criteria

- Improve infrastructure availability, reliability, and performance.
- Replace or upgrade end-of-life hardware, software, network, storage, or security components.
- Reduce operational risk, downtime, and incident frequency.
- Meet defined security, compliance, disaster recovery, and business continuity requirements.
- Complete implementation within approved scope, schedule, and budget.

3. Project Scope

In Scope	Out of Scope
[Servers, storage, network devices, firewall, data center, cloud connectivity,	[Application redesign, business process changes, user training beyond agreed



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backup, monitoring, migration, testing, documentation]

scope, non-approved locations, unrelated endpoint refresh]

4. Key Deliverables

- Approved high-level and detailed infrastructure design.
- Procured and configured infrastructure components.
- Migration, cutover, and rollback plan.
- Security hardening and compliance validation report.
- Testing results, operational acceptance, and handover documentation.
- Updated asset inventory, network diagrams, support procedures, and monitoring dashboards.

5. High-Level Milestones

Milestone	Target Date	Owner
Project approval and kickoff	[Date]	[Owner]
Requirements and current-state assessment completed	[Date]	[Owner]
Design approval	[Date]	[Owner]
Procurement and build completed	[Date]	[Owner]
Testing and migration completed	[Date]	[Owner]
Go-live and operational handover	[Date]	[Owner]

6. Stakeholders, Roles, and Responsibilities

Role	Name / Team	Responsibility
Project Sponsor	GYANAMGURU	Approves funding, scope, and major decisions.
Project Manager	John Alex	Manages schedule, risks, resources, communication, and delivery.
Infrastructure Lead	[Name]	Owns technical design, build, migration, and validation.
Security Lead	[Name]	Reviews security controls, hardening, and compliance requirements.



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Operations / Support Team	[Team]	Accepts handover and provides ongoing support.
Business Owner	[Name]	Confirms business readiness and impact acceptance.

7. Assumptions, Constraints, and Dependencies

- Required hardware, software, licenses, vendor support, and access approvals will be available on time.
- Maintenance windows and change approvals will be secured before implementation.
- Legacy systems and integrations will remain stable during migration.
- Key technical and business stakeholders will be available for reviews, testing, and sign-off.
- Project delivery is constrained by approved budget, procurement timelines, security policies, and operational blackout periods.

8. Risks and Mitigation Plan

Risk	Impact	Mitigation
Procurement or delivery delay	Schedule slippage	Start procurement early and maintain vendor escalation path.
Unexpected downtime during migration	Business disruption	Use tested cutover and rollback plans with approved maintenance windows.
Configuration or compatibility issues	Service instability	Perform lab validation, pilot testing, and staged deployment.
Security control gaps	Compliance or exposure risk	Complete security review, hardening checklist, and vulnerability validation.
Resource availability constraints	Delivery delay	Confirm resource allocation and backup coverage before kickoff.

9. Budget Summary

Cost Category	Estimated Cost	Notes
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Hardware / Infrastructure	[Amount]	[Servers, network, storage, backup, security devices]
Software / Licensing	[Amount]	[OS, monitoring, backup, security, management tools]
Professional Services / Vendor Support	[Amount]	[Implementation, migration, consulting]
Internal Labor	[Amount]	[Infrastructure, security, operations, project management]
Contingency	[Amount]	[Recommended reserve for risk and change]
Total Estimated Budget	[Amount]	[Funding source]

10. Governance and Communication

- **Steering Review:** [Weekly / Bi-weekly / Monthly] with sponsor and key stakeholders.
- **Project Status Report:** [Frequency] covering schedule, budget, risks, issues, decisions, and next steps.
- **Change Control:** Scope, budget, or schedule changes require documented approval through the agreed change process.
- **Operational Readiness:** Go-live requires successful testing, support handover, monitoring readiness, and rollback approval.

11. Approval and Sign-Off

Name	Role	Signature	Date
GYANAMGURU	Project Sponsor		
John Alex	Project Manager		
[Name]	IT Infrastructure Lead		
[Name]	Business Owner		