

CP-STD-01-01

PBGC OIT Program Charter Standard



Purpose	To define a consistent set of information that must be contained in the Program Charter deliverable produced during the Need/Concept Phase of the ITSLCM.
Scope	The Program Charter Standard applies to all PBGC federal and contractor staff who develop and/or implement Information Technology (IT) products and/or solutions. It documents information required to establish the program's purpose, scope, and Business and IT Program Managers, and authorization from the Business Owner/Sponsor to proceed to the Planning phase.
Authority/References	<ul style="list-style-type: none">• OIT Total Cost of Ownership Guidance• IT Solution Life Cycle Methodology (ITSLCM) v 2011-1.0 (Need/Concept Phase)• OMB Circular A-11 – Part 7, Section 300
Approving Body	<ul style="list-style-type: none">• Office of Information Technology (OIT)• Governance Control Board (GCB)
Owner	IT Portfolio Division (ITPD)
Collaborator	IT Investment Review Board, Project Management Division, Enterprise Architecture Division, Financial Management Services Division, Corporate Services Division, Participant Services Division, IT Infrastructure Operations Department, Enterprise Information Security Office, and Business Program Managers
Implementer	N/A
Standard Type	Operational
Control Number	

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<p>Standard</p>	<p>The Program Charter formally authorizes an IT Program and provides the Business and IT Program Managers the authority to apply resources to support program objectives. For new IT Programs, an approved charter is required for IT Portfolio Registration and authorization to proceed from the Need/Concept Phase to the Planning Phase of the ITSLCM. The Program Charter includes the following information:</p> <ul style="list-style-type: none"> • Revision History – Document the revision number, content changes, date changes, and author • Purpose- A brief introductory statement defining the purpose of the charter • Program Vision and Scope- A description of the program vision (the desired end state of the program) and scope definition • Performance Gaps and Benefits- List of performance gaps to be closed through the program and the resulting benefits (e.g. strategic, regulatory requirements, audit finding, etc.) that will be further elaborated in the Planning Phase • Justification- The results of analyzing the business need within the program’s existing solutions and across enterprise solutions • Independent Government Cost Estimate (IGCE)– Use the Total Cost of Ownership guidance to develop the IGCE for performing Planning level tasks • Funding Strategy for Planning Activities • Schedule- High-Level Milestones • Initial Integrated Program Team: <ul style="list-style-type: none"> • Business Owner/Sponsor • Business Program Manager • IT Program Manager • Others as known • Approvals - Include signature(s) and date(s) of Business Owner/Sponsor and IPT approval authorities (as applicable) 	
<p>Metrics</p>	<p><i>(Metrics will be developed as part of continuously improving and maturing OIT standards.)</i></p>	
<p>Owner Signature</p>	<p>John Skudlarek</p>	<p>Signature/Date</p>
<p>Approval Signature (TRB or GCB)</p>	<p>Velma Briscoe, GCB Chair</p>	<p>Signature/Approval Date</p>