

SAMPLE CJAB CHARTER

The Charter formally:

- recognizes the existence of the CJAB
- identifies the sponsor, coordinator and other stakeholders
- states the overall objective and overall scope
- includes supporting details necessary for all involved to fully understand the CJAB and its responsibilities

10 Questions to help you Charter your CJAB

- 1) What's the purpose of your CJAB?
 - a. What situations led to your establishing it?
 - b. Who had the original idea?
 - c. Who hopes to benefit from it?
 - d. What would happen if it weren't done?
- 2) Whom do you need to involve?
 - a. Drivers
 - b. Supports
 - c. Observers
- 3) What results are you expected to produce?
- 4) What constraints will you encounter?
- 5) What assumptions are you or others making?
- 6) What work must be done?
 - a. Processes and steps
 - b. Inputs (People, facilities, equipment, supplies, funds, information)
 - c. Results you expect (Products, services, resources, etc.)
 - d. Interdependencies
 - e. Duration
- 7) When does each activity start and end?
- 8) Who will perform the work?
- 9) What other resources do you need?
- 10) What can go wrong?

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CJAB Name

CJAB Sponsor

CJAB Coordinator

Other Key Stakeholders/Project Team

Objectives

Outcomes and Key Deliverables with Target Dates

Budget and Other Resources

Special Considerations/Risks