

Project Charter

Instructions: A Project Charter announces that a new project has begun. The purpose of the charter is to demonstrate management support for the project and the project manager. The charter clearly establishes the project manager's right to make decisions and lead the project.

sponsor	Gary Aerts	date	December 7, 2008
title of project	Server Virtualization		
project manager	Dave Spanel		
charter	This project will continue building upon the work already work done by the VMware project by taking the "test VMware environment" into a production environment.		

Project Charter - DRAFT

Instructions: This document identifies the goals, constraints, and success criteria for the project. The project manager should initially prepare a draft of the Statement of Work, then submit it to the stakeholders for their review and comments until there is overall agreement.

Title of project	Server Virtualization		
Date prepared	December 15, 2008	Date adopted	

Stakeholders

Project Charter

Sponsor

Gary Aerts

Project manager

Dave Spanel

Management (Exec. committee)

- Michael Ruhrdanz

Project team

- Server Virtualization Project Team
 - Lisa Bogus
 - Mary Lohse
 - Tim Myers
 - Patrick Menard

Users & customers

- UNL IS
- UNL
 - Early adopters

ITS Virtual Servers	ITG Virtual Servers
Executor	conquest
Exempt	is-soa
Its-citorders	is-src
Its-gforge	itg-gforge
Its-labstat	itg-soa-dev
Its-napt	nimbus
Unlad3	talyn
reaper	test2008
	test20082
C&O Virtual Servers	testeastprint
adminp	testuniprint
	Prometheus

Other stakeholders

- IS Custom Support
- IS Web Development
- Jon Wilson
- Paul Brannen
- VC for Business and Finance
- UNL

Objectives and constraints

Project Charter - DRAFT

Purpose	This project will continue building upon the work already work done by the VMware project by taking the “test VMware environment” into a production environment.
Scope	<ul style="list-style-type: none"> • development of a process for creating virtual guest • development of a cost recovery model • developing documentation for end-users • developing documentation for ESX system administrators • developing a disaster recovery plan • this does not include providing solely ‘disk’ storage for servers • this does not address an ongoing permanent funding model
Risks	<ul style="list-style-type: none"> • Short Term Risks <ol style="list-style-type: none"> 1. This project is part of an initiative which has no identified budget, no ongoing funding, and personnel resources that are donated to the projects. 2. Software and hardware licenses have been purchased with on-time project funds, for example ESX software maintenance due in Mar of 2009 at a renew cost of approx \$10K – funding source will need to be identified. 3. Potentially could be unattractive as a service due to cost or other reasons. • Long Term Risks <ol style="list-style-type: none"> 4. Billing for services (service center) will provide ongoing permanent funding model to replace equipment however does not include personnel costs. 5. Service grows so quickly we do not have enough qualified personnel to support. 6. Service grows so quickly we do not have the infrastructure so scale the environment.
Deliverables	<ul style="list-style-type: none"> • Criteria for eligible guests • Cost Recovery Model • Service Level Agreement • Service Center • Website • Documentation for end-users and departments • Documentation for support team • Resource usage (disk, server, staff time)
Cost estimate	See Server Virtualization Budget Request
Schedule estimate	<ul style="list-style-type: none"> • Virtual guest request form - February 6, 2009 • Service Level Agreement with pricing sheet and criteria– February 20, 2009 • Documented billing process – March 6, 2009 • Website – March 6, 2009 • Documentation for end users – March 6, 2009 • Documentation for support team – ongoing • Documented Resource usage – At 40 guests • Disaster Recovery Plan – March 27, 2009

Instructions: This document identifies the communications procedures – including meetings – that are to be followed for the project. The project manager should initially prepare a draft of the Communications Plan, and then submit it to the stakeholders

Project Charter

for their review and comments until there is overall agreement. The Communications Plan should accompany the Statement of Work.

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Stakeholders

Sponsor	Weekly meetings with up line Michael Rurhdanz
Management <input type="checkbox"/> (Exec. committee)	Updates at regular IS Exec meetings on 2 nd and 4 th Thursdays each month.
Project team	Updates and conversation at regular Server Virtualization team meetings held weekly. Minutes of meetings posted to IS Web site.
Users & customers	Communication to customers with a virtual guest via listserv.