IT Infrastructure Upgrade Project Charter

Project Title

IT Infrastructure Upgrade Project

Project Sponsor

[Sponsor Name or Department]

Project Manager

[Project Manager Name]

Project Purpose & Justification

The purpose of this project is to upgrade the company's IT infrastructure to support business growth, ensure system reliability, improve security, and enhance employee productivity. The current infrastructure is aging and increasingly costly to maintain.

Goals & Objectives

- Upgrade network hardware and wiring across all offices
- Replace outdated servers, storage, and backup systems
- Implement updated cybersecurity measures
- Migrate to a modern, scalable cloud service platform
- Minimize downtime and business disruption during migration

Scope

- **In Scope:** Server and storage upgrades, network upgrades, cybersecurity solutions, cloud migration, staff training
- **Out of Scope:** Application software upgrades, workstation replacements not scheduled in this cycle

High-Level Requirements

- Minimum 99.9% system uptime after upgrade
- Compliance with data protection and security standards
- User documentation and training for all new systems

Milestones

Milestone	Target Date
Project Kickoff	[Date]
Network Upgrade Complete	[Date]
Servers & Storage Upgrade Complete	[Date]
Cloud Migration Complete	[Date]

Project Close	[Date]

Budget Summary

Estimated Total: $[Amount]

Key Stakeholders

- Sponsor: [Name]
- Project Manager: [Name]
- IT Team
- Security Team
- Operations Department

Assumptions & Risks

- Assumes availability of skilled resources
- Assumes budget approval is granted
- Risks include potential supply chain delays, compatibility issues, and temporary loss of productivity

Approval

Sponsor Signature: _____ Date: _____