

# Project Charter

HRM System

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Directorate General: Greens/EFA in the European Parliament  
Directorate: Secretariat  
Unit: HR Team



This document is based on an ENGAGE-PM template

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# How to use this template

## Legend

### Text to be edited by the user

Text in <orange>: has to be defined.

Example:

<Value to be defined>  
[Value to be defined]

### Guidance note

Text in <blue>: guidelines and how to use the Templates.

Example:

#### Guidance note with collapse

[Hey, I am a text guideline in order to help you filling correctly the template]

### Tips note

Example:

#### Guidance note heading with collapse

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

## Additional tips

1. **Guidance or Tips note can be collapse and expanded.**  
Instead of removing them, just collapse it. It will not disturb you while editing your document and will not be printed out you.
2. **Tailor it to your needs**  
Feel free to insert new sections (chapter, paragraph) as needed.
3. ...

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# About this document

## Document Control Information

Settings	Value
Document Title	<b>Project Charter</b>
Project Name	HRM System
Document Author	Alex Sassmannshausen
Project Owner (PO)	Guillaume Sellier
Project Manager (PM)	Alex Sassmannshausen
Confidentiality	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Basic <input type="checkbox"/> High
ENGAGE Template Issue Date	June 2024

## Document Circulation

Name/Initials	Role	DG	Approval, Review, Contribution or Information	Date
	Project Owner		Review	
	Project Manager		Contribution	16/09/2025
	Business Manager		Supports	

## Document change history

The Document Author is authorised to make the following types of changes to the document without requiring that the document be re-approved:

- Editorial, formatting, and spelling;
- Clarification.

To request a change to this document, contact the Document Author or Project Owner. Changes to this document are summarised in the following table in reverse chronological order (**the latest version first**).

Version number	Date	Created by (initials)	Short Description of Changes
<b>0.1.0</b>	02/09/2025	AS	Initial Drafting
<b>0.2.0</b>	16/09/2025	AS	Initial Completion
<b>0.3.0</b>	17/09/2025	AS	Merge data from Business Case

## Document Location

The latest version of this document is stored in **<File location>**.

## 1. Project Information

### 1.1. Business Objectives, Expected Benefits and business requirements

Business Objectives, Expected Benefits and related business requirements are developed in the Business Case and the Business Requirement Matrix (refer to applicable documents chapter 3).

### 1.2. Project Summary

The Greens/EFA group currently uses two antiquated systems for internal HR management:

- A spreadsheet to manage annual leave for all staff in a centralised manner
- An ad-hoc teleworking tool to manage teleworking requests and approval

Neither of these solutions are sustainable. They work for now but will likely fall-over at some point.

This project will replace these solutions with an integrated HRMS.

### 1.3. Project Objectives

N°	Description	Related Business Objective	Coverage
<b>[PO-01]</b>	Provide an organisational solution for Leave Management and Teleworking Management	All, particularly [BO-01],[BO-11]	<input type="checkbox"/> Globally <input type="checkbox"/> Partially <input type="checkbox"/> None
<b>[PO-02]</b>	Decommission existing teleworking system	[BO-01]	<input type="checkbox"/> Globally <input type="checkbox"/> Partially <input type="checkbox"/> None
<b>[PO-3]</b>	Decommission existing leave spreadsheet	[BO-11]	<input type="checkbox"/> Globally <input type="checkbox"/> Partially <input type="checkbox"/> None
<b>[PO-4]</b>	Integrate with existing SSO / User Account solution	[BO-12]	

### 1.4. Scope

#### 1.4.1. Includes ("IN" Scope)

- Self-service for staff and teamleaders / management for teleworking request, approval and overviews
- Self-service for common leave workflows (sick leave, annual leave) for staff and teamleaders / management.
- Ability to extract data for reporting purposes

#### 1.4.2. Excludes ("OUT" Scope)

- Workflows for every single type of special leave. Leaves not covered by the system will instead have guidance for how to request it.
- Breakdown of annual leave accrual calculations
- Automatic roll-over of all annual leave allowances (instead we accept that HR will have to manually adapt the individual allowances of all members of staff after roll-over).

### 1.4.3. Outputs/Deliverables

Expected Outputs /Deliverables (OD)		
N°	Name	Description
[OD-01]	Tender proposal	Completing the first part of the project will be the selection of a contractor for providing the system. We expect a tender proposal outlining expected costs and estimations as to closeness to our Business Objectives.
[OD-02]	Project Handbook	The bible for the project containing all agreed procedures and information governing the project
[OD-03]	Project Work Plan	The agreed plan to implement and complete the project.
[OD-04]	Proof of concept / Development environment	We expect the contractor to provide us access from an early stage to a system that can provide key functionality. This system would also be the system against which custom workflows and IT integration can be realised.
[OD-05]	Go-Live plan	An itemised plan for switching off existing systems and enabling the new system
[OD-06]	Maintenance and disaster recovery plans	A contract detailing costs and obligations ensuring continuous, reliable operation over a given time period.
[OD-07]	HRM System Portal	The portal through which staff and teamleaders carry out their tasks.
[OD-08]	HRM System Backend	The portal through which HR carry out their tasks

### 1.4.4. Personal data or non-personal data

N°	Question	Answer
[PD-01]	Will the data (intended to be processed via the ICT product/service) be personal data? <b>[Input data]</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
[PD-02]	Will the data (intended to be processed via the ICT product/service) become personal data as the result of the processing (performed via the ICT product/service)? <b>[Output data]</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### 1.4.5. High level ICT Security Objectives

N°	Question	Answer
[ICT-01]	Will the data (intended to be processed via the ICT product/service) be personal data? <b>[Input data]</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
[ICT-02]	Will the data (intended to be processed via the ICT product/service) become personal data as the result of the processing (performed via the ICT product/service)? <b>[Output data]</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## 1.5. Assumptions, Constraints, Risks and Dependencies

### 1.5.1. Assumptions

Assumptions	
N°	Description
[A-01]	We are able to find sufficient suppliers that meet our procurement standards and business needs.
[A-02]	All stakeholders are committed to the project as described in the business case and this document
[A-03]	The agreed upon solution must be an improvement on the current system
[A-04]	The group is willing to fund the project in the order of magnitude described below
[A-05]	Our teleworking and leave procedures have reached a level of maturity that means they won't change in the foreseeable future.
[A-06]	The HR team is able to develop the skills required to run the resultant system.

### 1.5.2. Constraints

Constraints	
N°	Description
[C-01]	Our leave and teleworking procedures contain a number of edge-cases, special circumstances and conflicting accrual rates
[C-02]	Rules of tender and expenditure dictated by parliament procedures
[C-03]	Data protection, security and accessibility compliance
[C-04]	Integration with existing infrastructure
[C-05]	EP regulations surrounding HR data processing



<b>[C-06]</b>	Group funding capacity
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### 1.5.3. Risks

Risks		
N°	Description	Mitigation action
<b>[R-01]</b>	Failure to train leads to no adoption by staff and increased work by HR	Roll-out staff training, resources and make tool intuitive
<b>[R-02]</b>	Deliverable does not actually satisfy the critical use-cases for the HR Team	Early and continuous involvement of the HR Team in Business Case, Project Charter and testing
<b>[R-03]</b>	Data breaches or corruption of personal information	Clearly define access points to the system, work with ITEC to carry out regular security testing.
<b>[R-04]</b>	Project exceeds allocated financial resources	Front-load work in planning, effective oversight, early intervention
<b>[R-05]</b>	Project exceeds timelines	Front-load work in planning, effective oversight
<b>[R-06]</b>	End product is not maintained or falls into dis-use	Robust maintenance plans and contracts
<b>[R-07]</b>	PM or critical staff loses role	Robust documentation, involvement of other people in key thinking, work with suppliers etc, to increase the bus factor.

### 1.5.4. Dependencies

Dependencies	
N°	Description
<b>[D-01]</b>	Existing NextCloud infrastructure for sign-ins
<b>[D-02]</b>	Existing CiviCRM infrastructure for user management
<b>[D-03]</b>	Existing Teleworking, Abroad and Annual Leave policies

## 2. Governance and Organisational Structure

Role & Responsibilities are fully described in the **ENGAGE Project Governance Principles**.

	ROLE	STEERING COMMITTEE	NAME	INITIALS	DG OR COMPANY
STEERING LAYER	Project Steering Committee	Y			
	User Representative	Y	?		Staff member Team leader
	Data Protection Coordinator	Y	Christoph Fuchs	CF	
	Information Security Officer	Y	?		
DIRECTING LAYER	Project Owner	Y	Guillaume Sellier	GS	
	Solution Provider	Y	Christoph Fuchs	CF	
MANAGING LAYER	Business Manager	Y	Anne-Sophie Prins	AP	
	Project Manager	Y	Alex Sassmannshausen	AS	
PERFORMING LAYER	Project Core Team	N			
	Business Implementation Group	N	Clara Cardia Alice Milabi Alexandra Quaresma	CC AM AQ	
OTHER	Project Support Team	N	Sara Soderstrom (QA Specialist) ITEC Penetration Testing (Cybersecurity Specialist)		(hopefully sara, but might someone)

	Controller(s)	Y/N			
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### 3. Budget, workload and resources

#### 3.1. Budget: Order of magnitude

In Euros:

EXPENDITURE	1 YEAR	2-5 YEARS
DEVELOPMENT	10k	10k
MAINTENANCE	5k	25k
LICENSING	15k	45k
TRAINING	5k	5k
TOTAL	35k	85k
TOTAL FTE INTERNAL	15k	15k
TOTAL CONTRACTUAL	20k	70k

#### 3.2. Workload: Order of magnitude

In days:

- ☐ Lower or equal to 100 days
- ☐ Between 100 and 200 days included
- ☒ Between 200 and 500 days included
- ☐ Between 500 and 1 000 days included
- ☐ Higher than 1 000 days

#### 3.3. Roadmap

Example:

PHASE	DELIVERABLES	EFFORT M/D	END DATE
Initiating	Project Charter, Business Case	1/0	17/09/2025
Planning	Project Handbook, Project Work Plan	1/0	17/10/2025
Executing	Tender Process, Test Environment	9/0	01/07/2026
Closure	HRM Portal, HRM Backend	1/0	01/08/2026

<b>Monitor &amp; Control</b>	Project Logs	1/0	01/09/2026
<b>TOTAL</b>		<b>13/0</b>	

### 3.4. Other information

ID	Resource Requirement	Description

## 4. References and Related Documents, Glossary

### 4.1. References and Related Documents

#### 4.1.1. References and Related Documents

ID	Applicable (A ) or Reference (R) Document	A/R	Source or Link/Location	Comment
<b>[A1]</b>	ENGAGE-PM Project Management Methodology Overview	A	<a href="https://engage-beta.ep.europa.eu/docs/manuals/engage-pm.pdf">https://engage-beta.ep.europa.eu/docs/manuals/engage-pm.pdf</a>	
<b>[A2]</b>	Personal Data Protection Compliance Guide for ENGAGE Projects	A	<a href="https://engage-beta.ep.europa.eu/docs/manuals/engage-pdp.pdf">https://engage-beta.ep.europa.eu/docs/manuals/engage-pdp.pdf</a>	

#### 4.1.2. Links

ID	Description	Link
<b>[L1]</b>	ENGAGE website	<a href="https://engage-beta.ep.europa.eu/">https://engage-beta.ep.europa.eu/</a>
<b>[L2]</b>	All ENGAGE guides	ENGAGE website -ENGAGE Library
<b>[L3]</b>	All ENGAGE templates	ENGAGE website - Toolbox-Artefact Templates
<b>[L4]</b>	ENGAGE support contact	<a href="mailto:engage-support@europarl.europa.eu">engage-support@europarl.europa.eu</a>
<b>[L5]</b>	PSMO contact	<a href="mailto:ITECPSMO@europarl.europa.eu">ITECPSMO@europarl.europa.eu</a>

### 4.2. Glossary

Abbreviation	Description