



OFLC Project Charter V1.0  
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Date: 08 May 2007



**Office of Film & Literature Classification  
Classification Database Project  
Project Charter**

Datacom Systems Ltd  
25 May 2007  
Version 1.0 Final

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# 1 Document Information

## 1.1 Purpose

The objective of this document is to detail the mutually agreed project governance and methodology for the delivery of the Office of Film & Literature Classification (OFLC) Classification Database Application (CDA).

This document specifies the scope, schedule, quality and governance of the Classification database Project with respect to general responsibilities and deliverables and the people that will undertake them (at OFLC and Datacom).

The document is referred to in the contract.

## 1.2 Related Documents

Key related documents for this project are:

Document Title	Version	Status	Last Revision
OFLC CPD Terms of Reference	1.0	Final	October 2006
Datacom's OFLC Proposal for Solutions Delivery		Final	23/11/06
OFLC Letter of Undertaking to Proceed			9/2/07
Contractual documentation	0.3	draft	2/4/07

## 1.3 Revision History

9(2)(b)(ii)

#### 1.4 Document Contact

For information about the CDA Project Charter, and copies of any documents, please contact:

9(2)(b)(ii)

#### 1.5 Distribution List

Name	Organisation	Role
Julia Ewing-Jarvie	OFLC	Project Manager
9(2)(b)(ii)	Datacom	Project Manager

#### 1.6 Formal Sign Off

This sign-off table acknowledges the signatories acceptance that this document meets the specified standards of quality for the CPD, and OFLC agreement to the project structure as specified in this document.

Name	Role	Signature and date
Julia Ewing-Jarvie	OFLC Project Owner	.....
9(2)(b)(ii)	Datacom Project Manager	.....



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20 Jari Pilmangaya Tahapan, Tahap-tahap

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## 2 Introduction

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### 3 Approach

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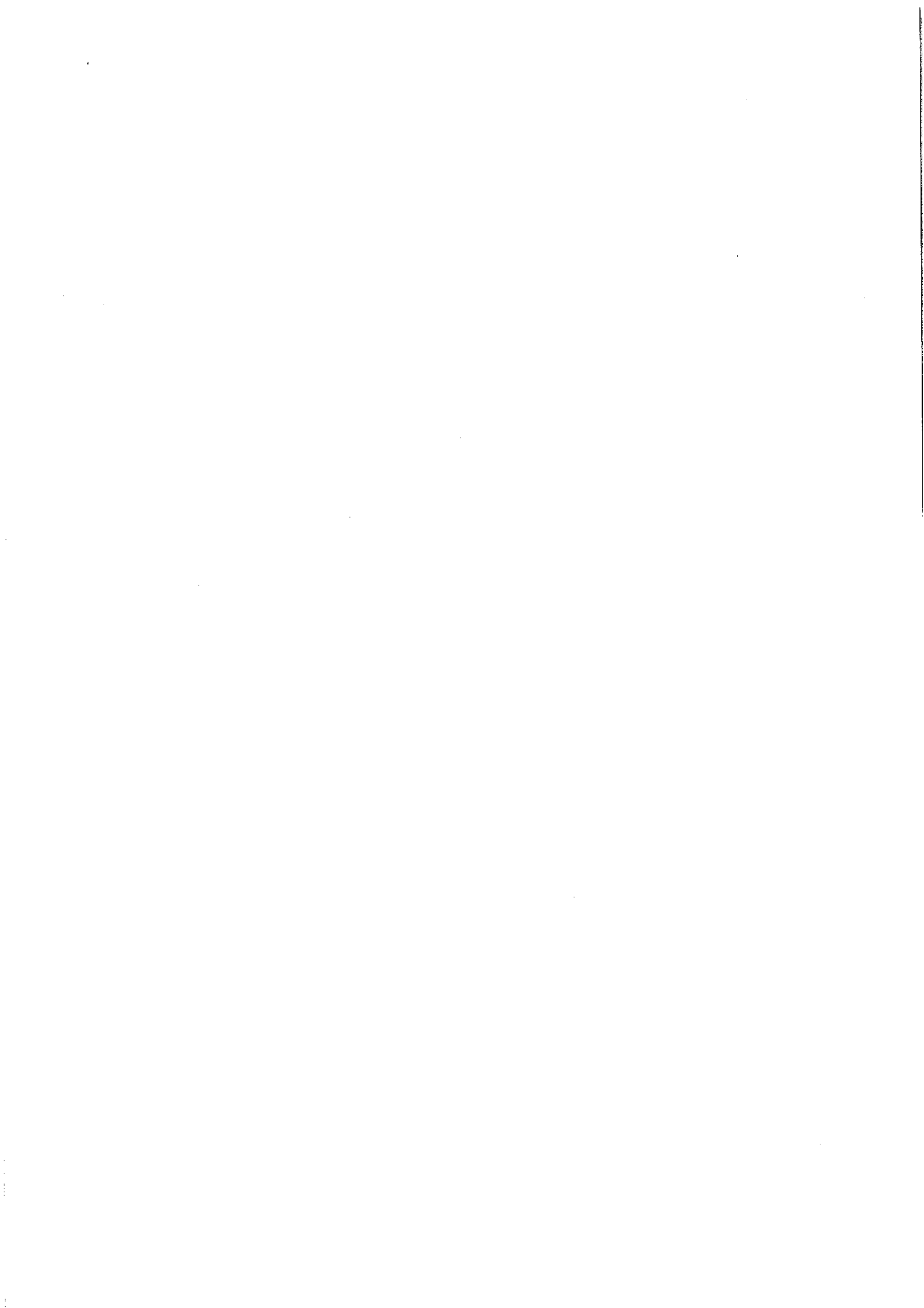
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## 4 Deliverables

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## 5 Roles and Responsibilities

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## 6 Project Management

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## 7 Issue and Risk Management

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## 8 Change Control Management

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Kaitiaki Takekōwhiri Te Kaitiaki Takekōwhiri

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## 9 Test Management

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## 10 Release Management

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# 11 Appendix A – Change Request form

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## Classification Database Project - Change Request Format

Change Request Number:  
Originator:  
Date Proposed:

<b>CRO</b>

**Purpose**

**Business Requirements**

**Background**

**Options**


**Costs**

**Recommendation**

**Sign-Off**

**Business Acceptance:**  
Signed

.....  
Julia Ewing-Jarvie  
CDA Project Manager

 <p>OFFICE OF FILM &amp; LITERATURE CLASSIFICATION Te Tari Hōwhirianga Takekōwhiri, Te Kaitiaki</p>	<p>OFLC Project Charter V1.0 final_redacted_Datacom.doc</p>
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Date: .....

**Attachments**



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## 12 Appendix B – Change Request Register

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