**[company name]**

**POPIA Compliance Preparation Project**

**(POPIA CPP)**

**Project Charter**

**Project Authorisation**

This Charter formally authorises the Protection of Personal Information Act Compliance Preparation Project (POPIA CPP) to carry out an assessment of the current state of compliance with the Protection of Personal Information (POPI) Act, as well as to prepare and implement a POPIA compliance remediation action plan for [company name].

**Project Objective**

The objective of the project is to prepare for compliance with the POPIA by taking “reasonable and appropriate” and “organisational and technical” steps as suggested in the POPIA.

**Project Scope**

The purpose of the POPIA CPP is to provide sufficient information to [company name] to enable the tasks contained in the project plan to be implemented.

The scope of the project and the related deliverables are:

* Phase 1: Initiate

Follow the agreed compliance framework to initiate the project. This includes identifying stakeholders; appointing the [COMPANY NAME] Project Manager and Deputy information Officer; approving this Project Charter. Included is an initial project plan.

* Phase 2: Assess

Follow the agreed compliance framework to assess compliance. Use the Assessment Tools supplied by IACT-Africa to conduct detailed assessments of the areas for remediation.

* Phase 3: Consider

Follow the agreed compliance framework to consider the assessment tools outputs. Identify areas for remedial action.

* Phase 4: Translate

Follow the agreed compliance framework to translate the identified remediation areas into an action plan. Implement the action plan to achieve compliance.

**Summary Milestone Schedule**

The project plan will be submitted and approved in accordance with the milestone schedule below. Upon approval of the project plan resources will be assigned to the project. The Project Sponsor must approve any schedule changes which may impact milestones. The high level milestone schedule is:

Phase 1: Initiate: To be completed by xx latest

Phase 2: Assess: To be completed by xx (part completion expected earlier)

Phase 3: Consider: To be completed by xx (part completion expected earlier)

(Check if in scope) Phase 4: Translate: To be completed by xx latest

**Project Budget**

The consultant project budget is detailed in their proposal. All other costs are internal to [company name].

**[company name]Project Manager**

The [COMPANY NAME] Project Manager (to be agreed) is hereby authorised to: interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with all parties, as required, to ensure successful and timely completion of the project. The Project Manager is responsible for developing the project plan, monitoring the schedule and scope of the project during implementation, and maintaining control over the project by measuring performance and taking corrective action as necessary.

**POPIA CPP Consultant**

This Project Charter confirms the appointment of xxx as the selected consultant who will deliver consulting services as per the proposal accepted by [company name] on xx xxx 201x. xxx’s involvement is on a fixed price basis. Support will be provided either on site at [COMPANY NAME] offices or remotely via phone, email or other agreed methods.

**Sponsor Acceptance of the project charter**

Approved by the Project Sponsor

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_