Project Charter

To use this template: Use the sections needed for your project. Enter your project information in the [bracketed] areas.

Project: [Official title]

Project Timeline: [Start date – End date]

Date: [Document date]

Version: [Number]

1. Project Overview

Problem Statement

[Describe the business reasons for initiating this project. Include a business case as appropriate.]

Project Description

[Describe how this project will address the problem statement]

Goals

List the high-level, specific, and measurable goals of the project.

| # | Goal | Measurement |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

1. Scope

Describe the scope of the project including what will and will not be delivered. Identify the functional areas involved.

In Scope

[Describe what is included in this project]

Out of Scope

[Describe what is not included in this project]

1. Critical Success Factors

Describe the factors considered critical to the success of this project, i.e., the project will fail in their absence.

[Description of critical factors]

1. Milestones and Deliverables

List the major project milestones. Describe the associated service and/or product to be delivered and when.

| Milestone | Deliverable | Target Date |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

1. Assumptions and Constraints

Describe any project assumptions related to resources, technology, scope, schedules, or expectations. Identify any project constraints that will impact the delivery of the project.

Assumptions

[Describe initial project assumptions]

constraints

[Describe potential project constraints]

1. Risks

Identify any known high-level risks related to this project.

| Risk type | | | Description |
| --- | --- | --- | --- |
| Timeline | Budget | Other |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Primary Project Contacts

Identify and provide contact information for the key project stakeholders.

Stakeholders

| Role | Name / Affiliation | Email |
| --- | --- | --- |
| Executive Sponsor |  |  |
| Stakeholder |  |  |
| Stakeholder |  |  |

Project Lead

Identify the individual(s) available for weekly meetings to discuss progress, issues and risks.

| Role | Name / Affiliation | Email |
| --- | --- | --- |
| Project Lead |  |  |

Project Manager

Identify the Project Manager(s).

| Role | Name / Affiliation | Email |
| --- | --- | --- |
| Project Manager |  |  |

Campus Contacts

Provide a short list of key campus contacts with a role on this project.

| Role | Name / Title | Campus | Email |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

1. Project Team Members

List the members of the Project Team and their area(a) of responsibility for this project.

| Role | Name / Affiliation | Project Responsibilities |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

1. Project Communications

The Project Manager will facilitate regular communication with and among the Project Team, Sponsor, Lead, and key stakeholders. Routine communications will include the following.

| Method | Frequency | Recipients / Participants |
| --- | --- | --- |
| Project Status Report |  |  |
| Sponsor Meeting |  |  |
|  |  |  |
|  |  |  |

1. Definitions

List and define the terms, abbreviations, and acronyms used in this document.

| Term, Abbreviation, or Acronym | Definition |
| --- | --- |
|  |  |
|  |  |

1. Appendices

Include relevant documentation as appendices.

Charter Approval

| Role | Name | Signature | Date |
| --- | --- | --- | --- |
| Executive Sponsor |  |  |  |
| Project Lead |  |  |  |
| Project Manager |  |  |  |

Document Change Control

| Version Number | Effective Date | Approver Signature | Change Description |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |