Project Charter

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| --- | --- | --- | --- |
| **Project Name** |  | | |
| **Date Created** |  | **Last Updated** |  |

**Project Sponsorship**

Project sponsorship is a critical component of project success. Sponsors champion project success by setting and approving scope, providing necessary ongoing support, and resolving potential conflicts that may impact the project timeline, cost, or scope. The Charter identifies the Sponsor(s) and sets a high-level agreement of scope, timeline, resource expectations, and known funding requirements.

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| --- | --- | --- | --- | --- | --- | --- |
| **Sponsor Name** |  | | | Department/Role | |  |
| **Sponsor Name** |  | | | Department/Role | |  |
| **IT Sponsor Name** | | |  | Role |  | |
| **Project Manager** | |  | | Role |  | |

**Project Scope**

**Project Description** (General overview of the work to be completed.)

**Business Case and Background** (Why is the project being done? On what financial or other basis can we justify doing the project? Describe the project purpose, goals, and justification.)

**What does success look like?** (Short statement describing the end state of the project including key benefits and desired mindset of affected stakeholders/audience.)

**Project Elevator Pitch** (Short statement including elements like project name, problem being addressed, solution, benefits, target audience, call to action, major milestones and timeline. Think SMART)

**Scope and Milestone Description** (This is the project's boundary. What is the project's scope?)

**Specific Exclusion from Scope** (Describe specific business processes that are excluded from this project.)

**Deliverables** (What specific deliverables are wanted, and what will result from the project?)

**Project Issues/ Concerns / Risks** (Potential threats for the project)

**Constraints and Assumptions** (List constraints and assumptions.)

**Affected Colleges and Departments** (Describe departments, faculty, and staff impacted by this project.)

**Audience Communication/Collaboration** (Describe the tool(s) to be used for communicating change with affected stakeholders/audience. How will affected users, support staff, and other stakeholder groups be aware of and understand why a change is occurring?)

**Affected Business Processes or Systems** (List the business processes or systems this project will impact and how they will be impacted.)

**Implementation Approach** (Describe how you plan to implement this project. Will it be one deployment or have several phases?

**High-Level Timeline/Schedule** (Describe the high-level timeline to plan, design, develop, and deploy the project. When do you expect this project to be completed?)

**Project Resource Requirements** (Describe estimated project resource requirements for Project Management, Functional Areas, Division of Information Technology, etc.)

**Project Team Communication/Collaboration** (Describe the tool(s) in which communications will occur, cadence of meetings, and frequency of project updates to sponsors)

**Ongoing Support** (Describe the anticipated functional and technical support model post-go live. Define each area of support and the expectation of how it will be managed/transitioned.)

**Anticipated Duration of Use and System Planning** (Describe the estimated timeframe the product would be used and what plans would be in place to retain the functionality, e.g., decommissioning the service, extending contracts, continued support, replacement of the product, etc.)

Project Budget

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Source** | **Notes** | **Cost** |
| **Hardware Costs** |  |  | $0.00 |
| **Software Costs** |  |  | $0.00 |
| **Consulting Services** |  |  | $0.00 |
| **Other Costs** |  |  | $0.00 |
| **Projected Ongoing Costs** |  |  | $0.00 |
| **TOTAL COSTS** |  |  | $0.00 |

Project Approval

**Project Sponsors**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Name | Title | Date** |  | **Name | Title | Date** |
|  |  |  |
| **Name | Title | Date** |  | **Name | Title | Date** |