

The project management process is intended to provide a framework and roadmap to clearly define projects for a thorough evaluation and correct placement on the prioritization list. Many projects reach across departments and resources and require a higher level of coordination and collaboration. This charter serves as a tool to guide mutual understanding and successful completion of projects within the appropriate parameters.

1.0 Project Information	
1.1 Project Name: <i>A short descriptive project name</i>	
1.2 Date: <i>Date document created, or latest version date.</i>	
1.3 Executive Sponsor: <i>(VP level or above) Include name, title, and organization</i>	
1.4 Project Owner: <i>Include name, title, and organization. The Project Owner is typically the department champion or requestor.</i>	
1.5 Department Project Manager: <i>Include name, title, and organization. The project manager is the person directly responsible for planning, coordination of the project.</i>	
1.6 Goal Statement <i>A brief, high-level description of what the project is trying to accomplish (or what problem this project will solve). How will the project owner decide if the final deliverable is satisfactory? How will the university benefit from the completion of this project?</i>	

2.0 Project Team

2.1 Project Team

List staff or roles assigned to the project. Include position titles, percent of time allocated to the project, and reporting relationships, if needed.

Name	Department	Phone	Email

2.2 Key Stakeholders

List those with a significant interest in, departments impacted, or who will be significantly affected by this project.

Name	Department	Phone	Email

2.3 Partners

List departments/individuals who will benefit from this project and that benefit will be used to influence your position. The partner must sign off in support.

Name	Signature	Dept	Phone	Email

Project Scope

3.1 Description and/or Background

In a narrative, describe project context and background. What is the business need that gave rise to this project?

3.2 Objectives

Describe the methods and deliverables that will allow the team to arrive at the goal of the project.

3.3 Preferred Kick Off Date

3.4 Expected Completion Date



4.0 Risk and Impact

4.1 Impact

State the overall impact to the institution, staff, departments, or partners. State the specific impact to IT resources.

4.2 Scope and feasibility

Clear project charter with a limited number of objectives, is this project feasible, are there known examples? How confident that you can do this?

4.3 Risk resulting from implementation

What challenges or risk may be faced due to this implementation?

4.4 Risk if it's not implemented

Describe security, compliance, legal, or regulatory issues that increase the importance of this project.

4.5 Priority (High, Medium, Low)

After defining the priority level, provide a narrative describing the consequences of not completing this project.

5.0 Project Resources

5.1 Cost Estimate

Include any anticipated costs and if any budget/line item has been approved to support this project.

Funding Source: Account Number for billing:

*Purchase already made: Yes ☐ No ☐	Fiscal Year 1 (current)	Fiscal Year 2	Fiscal Year 3	Future Yearly Cost
Initial Capital Expense	\$	\$	\$	\$
Implementation costs	\$	\$	\$	\$
Upgrade or yearly fees	\$	\$	\$	\$
Recurring Fees				
Yearly Total	\$	\$	\$	\$
ITS Resources	\$ / FTE	\$ / FTE	\$ / FTE	\$ / FTE
Departmental FTE need				

5.2 Efficiency/ROI

Describe the benefit based on the cost versus the time, staff, or future budget saved by this project.

6.0 Project History

6.1 Existing Efforts

Please use this space to provide additional information about work that has already been done or is in progress as it relates to this project.

7.0 Strategic Alignment

7.1 University Strategy

Describe how the objectives of this project align with the mission and vision of the University.

8.0 Solution Evaluation

8.1 Comparison

If possible, identify two other schools that have implemented this solution. What were the major challenges during implementation? Has the product been successful?

8.2 Product Review

What other solutions were considered? Identify the primary advantages and disadvantages to the chosen product.