



PROJECT CHARTER

1. General Project Information				
Project Name:				
Executive Sponsors:				
Department Sponsor:				
Impact of project:				
2. Project Team				
	Name	Department	Telephone	E-mail
Project Manager:				
Team Members:				
3. Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this project)				
4. Project Scope Statement				
Project Purpose / Business Justification Describe the business need this project addresses				
Objectives (in business terms) Describe the measurable outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy				
Deliverables List the high-level "products" to be created (e.g., improved xxxx process, employee manual on yyyy)				



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<p>Scope List what the project will and will not address (e.g., this project addresses units that report into the Office of Executive Vice President. Units that report into the Provosts Office are not included)</p>												
<p>Project Milestones Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones</p>												
<p>Major Known Risks (including significant Assumptions) Identify obstacles that may cause the project to fail.</p> <table border="1"> <thead> <tr> <th>Risk</th> <th>Risk Rating (Hi, Med, Lo)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>					Risk	Risk Rating (Hi, Med, Lo)						
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<p>Constraints List any conditions that may limit the project team's options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).</p>												
<p>External Dependencies Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?</p>												
5. Communication Strategy (specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.												



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Project Manager:				
6. Sign-off				
	Name	Signature	Date (MM/DD /YYYY)	
Executive Sponsor				
Department Sponsor				
Project Manager				
7. Notes				