Project Charter – <Project Name>

The purpose of this document is to present the work plan for the project. This document is a formal agreement between the Business Sponsor (customer) and IT Sponsor to authorize the IT Project Manager to begin work on the project.

**Business Sponsor (customer):   
IT Project Sponsor:**

**IT Project Manager:**   
**Date Prepared:**

**Project Purpose or Justification:**

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| --- |
| Provide a high level overview of the business need – historical background and summary of what led to the initiation of the project. |

**Strategic Alignment:**

|  |  |
| --- | --- |
| **Key Goals** | **How does this project relate to the Strategic Plan** |
| To enhance the academic quality and stature of the University |  |
| To improve teaching and Learning |  |
| To strengthen scholarly research, creative achievement, and opportunities for innovation |  |
| To sustain student development and a supportive campus experience |  |
| To broaden global perspectives |  |
| To increase revenue generation and promote responsible stewardship of resources |  |

**Project Description:**

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| --- |
| What will the project do? |

**Key Stakeholder List**:

|  |  |
| --- | --- |
| Stakeholder #1 | Role |
| Stakeholder #2 | Role |
| Stakeholder #3 | Role |
| Stakeholder #4 | Role |
|  |  |
|  |  |
|  |  |
|  |  |

**High-Level Requirements:**

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| High-Level tasks, activities, or phases of the related to both project and product scope. What is included in scope, and what is out of scope? |

**Project Approval Requirements**:

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| What items need to be approved for the project, and who will sign-off? What designates success? |

**Summary Milestone Schedule**:

|  |  |
| --- | --- |
| Milestone #1 | Due Date |
| Milestone #2 | Due Date |
| Milestone #3 | Due Date |
| Milestone #4 | Due Date |
|  |  |
|  |  |
|  |  |
|  |  |

**Project Estimated Budget**:

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| Describe the costs associated with this project including software, hardware, consulting fees, etc. |

**Project Assumption and Constraints**:

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| Assumptions: What is believed to be true, but do not have proof or data for?  Constraints: What factors may limit our ability to deliver? What boundaries or parameters will the project have to function within? |

**High-Level Risks:**

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| --- |
| Potential threats and opportunities for the project. |

**Approvals:**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Signature:** | **Date Signed:** |
| Business Sponsor (customer): |  |  |
| IT Project Sponsor: |  |  |
| IT Project Manager: |  |  |