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| **Project Name:** |  | **Project ID:** |  |
| **Requestor/Key Stakeholder:** |  | Charter Date: |  |
| **Stakeholder Department:** |  | **Associated Project(s):** |  |
| **Executive Sponsor(s):** |  | **Project Tier:** |  |
| **Mandate:** | [ ]  **No** | [ ]  **Yes** | **If yes, date required:** |

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| Click here to enter a date. |

 | **TSUS Inclusion:** [ ]  **No** [ ]  **Yes** |

1. **Project Goal/Description:**

What is the purpose and/or the business need for this project? What business benefits will be achieved?

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1. **Scope DefinitionandProject Outcomes/Deliverables:**

What work will be included as part of this project? What work will **not** be included as a part of this project?

How will the project be defined as completed? What are the high level deliverables?

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## Project Success Measures

What metric(s) and associated value(s) would signify a successful project outcome? When during the project would the metric(s) be taken?

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## Project Team/Key Stakeholders/Roles:

*Who are the key people and key areas that need to be involved in this project?*

*If the project requires resources from other departments/teams, a representative from each should be listed.*

*Include key stakeholders, account manager(s), executive sponsor(s), project manager(s), developers etc.*

| Name | Role on Project Team | Department | NetID/Contact Info |
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1. **Organizational Groups Impacted:**

Who are the key people and/or areas that will be impacted by the work on this project, or by the work and the results of this project?

List the user groups for this project (i.e. students).

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1. **Software/Databases Impacted:**

What existing applications or databases will be impacted by the work on this project, or by the results of this project?

What integration points will be necessary with existing systems for this project to be successful?

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1. **Ownership**

If this project involves the implementation of a software product, what department will be responsible for the administrative management (such as adding users, removing users, configuration changes)?

What department will be responsible for the technical support of this product (maintenance, upgrades, code changes etc.)?

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1. **Risk Assessment (Security, etc.):**

What risks are associated with implementation of this project? Who will be responsible for addressing these risks and how?

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1. **Scheduling Requirements (Anticipated Timeline):**

Is there an externally—or internally—driven completion date (or other limitation) for this project? If so, please indicate and explain.

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1. **Milestones**

*These items may be included on the division’s public-facing milestone website. At least one milestone is required.*

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| Title | Description | Timing (month or quarter) | Internal or External |
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1. **Funding Requirements:**

Will funding be required for the purchase of services or products (software/hardware) for the project?

If so, describe what will need to be funded, the anticipated costs/budget estimates and funding sources.

All account managers of the funding sources should be included as stakeholders on this charter.

This section provides a summary of estimated costs associated with the objectives of this project. This is intended to present probable funding requirements.

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**Authorization/Charter Approval:**

*Type the name of each Project Team Member and their title and route for electronic signatures.*

**Attachments, if applicable (requirements, major deliverables, etc.):**

*Include the name of the document and a description*

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