**Project Charter**

**Project Title:** *Insert text here*  **Project Sponsor:** *Insert text here*

**Project Initiation Date:** *Insert date here*

# Project Description

*This should be a short paragraph or two that explains why this project is needed. Why are we pursuing this project? What is the current business processes this project will support? What problem will it solve or what value will it bring?*

*Insert text here*

# Project Scope

*This is the project's boundaries. What does success look like? Take goals, deadlines, and project deliverables in account. Are there any specific exclusions from the projects scope?*

*Insert text here*

# Project Goals and Milestones

*Identify project goals and milestones that are in scope for this project. Milestones mark important deliverables, dates or decisions.*

*Goal 1: Insert text here*

*Milestone 1: Insert text here*

*Goal 2: Insert text here*

*Milestone 2: Insert text here*

*Goal 3: Insert text here*

*Milestone 3: Insert text here*

*Insert additional goals or milestones here, if needed.*

# Key Deliverables

*Provide brief descriptions of the project deliverables that will satisfy the goals and milestones identified in the Project Goals and Milestones section above.*

*Deliverable 1: Insert text here*

*Deliverable 2: Insert text here*

*Deliverable 3: Insert text here*

*Insert additional deliverables here, if needed.*

# Project Roles

*Every project has different requirements, so team members may vary. Most projects include managers, team members, analysts, and other contributors. Identify the key roles for supporting the project.*

*Project Lead: Insert text here*

*Project Manager: Insert text here*

*Role 1: Insert text here*

*Role 2: Insert text here*

*Role 3: Insert text here*

*Insert additional project roles here, if needed.*

# Key Stakeholders

*Stakeholders are people or groups that can impact a project's outcome, and whose interests may be affected by the project. Stakeholders can be either internal or external to the University. Identify the key stakeholders for this project.*

*Stakeholder 1: Insert text here (Stakeholder name, contact, and short description)*

*Stakeholder 2: Insert text here (Stakeholder name, contact, and short description)*

*Stakeholder 3: Insert text here (Stakeholder name, contact, and short description)*

*Insert additional stakeholders here, if needed.*

# Known Project Concerns/Risks

*Identify known risks unique to this project (federal or state mandates, staffing, etc.).*

*Risk 1: Insert text here*

*Risk 2: Insert text here*

*Risk 3: Insert text here*

*Insert additional concerns/risks here, if needed.*

# Funding and Staff Resources

*Identify the source of funding, budget and staff resources required.*

*Funding source: Insert text here*

*Budget, explanation of costs: Insert text here*

*Internal and External Staff Resources required: Insert text here*