Project Charter Template

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** |  | **Project Number** (if needed)**:** |  |
| **Project Leader:** |  | **Date Submitted to Sponsor:** |  |
| **Sponsor:** |  | **Anticipated Date of Completion:** |  |

## Objectives, Outcomes, Data

**Project Purpose/Objectives:**

**Scope:**

**Alignment with Strategic Plan:**

**Sources of Data Used to Inform Decision-Making:**

**Measures/Acceptance Criteria to Evaluate Outcome:**

**Final Deliverable(s):**

**Customer:**

**Customer Needs and Priorities:**

**Stakeholders:**

## Resources

|  |  |  |
| --- | --- | --- |
| **Team Member** | **Role** | **Anticipated Time Commitment** |
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**Are IS staff resources required (Yes/No)? If yes, describe:**

**Are other units’ staff resources required (e.g., graphics, editorial, special projects)?**

## Estimated Expenses

|  |  |
| --- | --- |
| **Budget Year:** |  |
| **In Budget for Specified Year (Yes/No):** |  |
| **Source of Funds and Amount:** |  |

## Schedule

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Start Date** | **Anticipated Completion** |
|  |  |  |
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## Authorizations

|  |  |  |  |
| --- | --- | --- | --- |
| **Executive Sponsor:** |   | **Date:** |  |
| **Sponsor:** |  | **Date:** |  |