

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

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

Authorizations

Executive Sponsor:

Date:

Sponsor:

Date:

