**Project Charter**

Project Information

|  |  |  |
| --- | --- | --- |
| Project Name: |  | Chartered Date: |
|  |  |  |
|  |  |  |
| Sponsoring Organization / Department |  | Project Start Date |
|  |  |  |
|  |  |  |
| Revision Number |  | Target Completion Date |
|  |  |  |

Project Statement:

*What is the problem that will be solved with this project?*

Business Case:

*Why is it important for the institution to complete this project? What are the benefits vs. costs vs. risks?*

Project SMART Goals/Objectives:

1.
2.
3.

Project Scope

*What will be included/excluded from this project?*

Team Members

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Role | Email |
|  |  | *Project Manager* |  |
|  |  | *Sponsor* |  |
|  |  | *Process Owner* |  |
|  |  | *Team Member* |  |
|  |  | *Etc.* |  |

Required Resources / Preliminary Budget

Project Milestones