|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** |  | **Project ID:** | **IPI-** |
| **Business Owner:** |  | Charter Date: |  |
| **Business Owner Department:** |  | **Strategic Objective:** |  |
| **Executive Sponsor:** |  | **Project Manager:** |  |
| **Target Start Date:** |  | **Target End Date:** |  |

|  |  |
| --- | --- |
| **PROJECT OVERVIEW** | |
| **Project Summary** *Problem* ***□*** *Purpose □ Opportunity* | |
|  | |
| **Project Scope** *In Scope □ Out of Scope* | |
|  | |
| **Project Metrics** *Sponsor Defined □ SMART Metrics* | |
| **Goal** | **Success Metrics** |
|  |  |
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| --- | --- |
| **PROJECT CONDITIONS** | |
| Risks | Dependencies |
|  |  |
| **Constraints** | **Assumptions** |
|  |  |

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| --- | --- | --- | --- | --- |
| **PROJECT RESOURCES** | | | | |
| **Will funding be required for this project?** | | **No** | **Yes** | |
| **Total Budget Estimate:** | | $ | | |
| **Resource Requirement Breakdown** | | | | |
| **Needs/Investment** | **Description** | | | **Est. Hours/Cost** |
| Staffing – Technical |  | | |  |
| Staffing – Functional |  | | |  |
| Consultation |  | | |  |
| Training/Documentation |  | | |  |
| Hardware |  | | |  |
| Software |  | | |  |
| Other |  | | |  |
| **Additional Resource Information** | | | | |
|  | | | | |

| **PROJECT TEAM & STAKEHOLDERS** | | | |
| --- | --- | --- | --- |
| Name | Role on Project Team | Department | NetID/Contact Info |
|  | Executive Sponsor |  |  |
|  | Business Owner |  |  |
|  | IT Team Lead |  |  |
|  | IT Director |  |  |
|  | IT AVP |  |  |
|  | Stakeholder |  |  |
|  |  |  |  |
| **Project Authorization Statement** | | | |
| Project manager reviewed the charter with the project team members listed below and all have agreed to the project charter and scope: | | | **Date:** |