|  |  |  |  |
| --- | --- | --- | --- |
| **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** |
|  |  |

|  |
| --- |
| **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:**  |