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| --- |
| 1. General Project Information |

|  |  |
| --- | --- |
| Project Name: |  |

|  |  |
| --- | --- |
| Department Sponsor: |  |

|  |  |
| --- | --- |
| * What Department is the primary proponent of this project?
 |  |

|  |  |
| --- | --- |
| * Who, within the department, is the Project Sponsor?
 |  |

|  |  |
| --- | --- |
| * Is this an Enterprise Project?
 |  |

|  |  |
| --- | --- |
| Project Rank: |  |

|  |  |
| --- | --- |
| Mandated Project: |  |

*Complete one row for each new version of the Charter.*

|  |  |
| --- | --- |
| Version 1: | Each major change of the Charter should have a unique version number. For example, 1.0 is the initial version sent to the Project Selection Team (PST), 2.0 contains PST changes, 3.0 contains IT Review changes, etc. |

|  |  |
| --- | --- |
| Date: |  |

|  |  |
| --- | --- |
| Author: |  |

|  |  |
| --- | --- |
| Reason for Change: |  |

|  |  |
| --- | --- |
| Version 2: |  |

|  |  |
| --- | --- |
| Date: |  |

|  |  |
| --- | --- |
| Author: |  |

|  |  |
| --- | --- |
| Reason for Change: |  |

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| --- |
| 2. Stakeholders |

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| --- | --- |
| Project Manager: |  |

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| --- | --- |
| Technical Lead: |  |

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| --- | --- |
| Business Lead: |  |

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| --- | --- |
| Others: |  |

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| --- |
| 3. Vendor Contacts |

|  |  |  |
| --- | --- | --- |
| *Company Name:* | *Contact Name:* | *Contact Information:* |
|  |  |  |

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| --- |
| 4. Project / Service Description |

|  |  |
| --- | --- |
| Project Purpose / Business Justification: |  |

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| --- | --- |
| Business Objectives: |  |

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| --- | --- |
| Deliverables: |  |

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| --- | --- |
| Project Milestones: |  |

|  |  |
| --- | --- |
| Project Risks: |  |

|  |  |
| --- | --- |
| Risk Rating: |  |

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| --- | --- |
| Constraints: |  |

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| --- | --- |
| External Dependencies: |  |

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| --- | --- |
| Project Strategy: |  |

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| --- |
| 5. Financial / Resource Information |

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| --- | --- |
| Funding Source: |  |

|  |  |
| --- | --- |
| Cost Estimate: |  |

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| --- | --- |
| Return-on-Investment: |  |

|  |  |
| --- | --- |
| Estimate of IT Department Resources: |  |

|  |  |
| --- | --- |
| Estimate of Other Department Resources: |  |

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| --- |
| 6. Lifecycle Cost (5-Year) |

*Complete one row for each Fiscal Year of the Project.*

|  |  |  |
| --- | --- | --- |
| Fiscal Year: |  |  |
| Capital Costs: |  |  |
| Operational Costs ($): |  |
| Estimated 5-Year Cost: |  |

|  |
| --- |
| 7. Operations Strategy: |

|  |
| --- |
| 8. Procurement Strategy: |

|  |
| --- |
| 9. Signoff: |

*The undersigned hereby agree that the foregoing project charter reflects in sufficient detail the project intent and list of deliverables, the project budget, project risks and constraints. All parties whose signatures appear below agree to cooperate to the fullest extent possible in support of the project team and to contribute in a constructive manner to the successful delivery of said project on time and within budget.*

|  |  |
| --- | --- |
| *Name:* |  |
| *Phone:* |  |
| *Email:* |  |

|  |  |
| --- | --- |
| *Name:* |  |
| *Phone:* |  |
| *Email:* |  |

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| --- |
| 10. List of Addenda: |

*List all supplemental files here:*

|  |
| --- |
| 10. Notes: |