Delete/replace all text in italics before finalizing draft

Title Project Charter

Project Title (10 words or less): *Use a descriptive name containing nouns and verbs, e.g., Training Faculty to Implement Classroom Assessment Techniques to Improve Student Learning*

Project Sponsor: *The individual who is funding or requesting the project, but usually does not participate on the project team*

Project Manager: *The project team member who is responsible for coordinating the work of all team members and keeping the project on track*

Team Members: *Team sizes will vary with the project. Most projects work best with a team of 5-6. Team members should represent key stakeholder groups and be committed to the project's success.*

Charter Revision History

Revision date	Revised by	Approved by	Description of change

Description – *An "elevator pitch" for the project that usually identifies the improvement in measurable changes: e.g., "Improve student learning by increasing the number of faculty using classroom assessment techniques from 25 to 125 by April 20, 2011."*

Benefits Case – *Why are we doing this project?*

Goals – *First step towards developing clear outcomes, what do you hope to accomplish through this project?*

1. *e.g., Increase faculty participation in classroom assessment*

Measurable Outcomes – *What are the intended project outcomes and the criteria for success?*

1. *e.g., "Faculty participating in the project will use two or more classroom assessment techniques in fall 2010 and spring 2011 in each of their courses."*
2.

Assumptions – *Things we must assume are true to begin planning the project*

1.
2.

Scope – *What are the boundaries of this project?*

In scope: *Major activities required to achieve the project's purpose*

1.
2.

Out of scope: *Activities beyond the scope of this particular project*

1.
2.

Deliverables – *What reports, products, and/or services will this project produce?*

1. *e.g., "Faculty participating in the project will produce brief reports summarizing what classroom learning was assessed, what the faculty member learned, and what changes were made to instruction or curriculum based on the results."*
2.

Risk Assessment – *What are the risks in doing this project and how might they be mitigated?*

Stakeholder	**Risk**	**Mitigation**
e.g., Student body	*Building a parking ramp will result in fewer parking spots during construction*	*Arrange parking and a shuttle with local churches*

Cost Estimates – *What resources will be needed to complete this project?*

Cost Type	**Amount**
Internal labor hours	
Other costs	
External labor costs	
Materials and equipment costs	
Miscellaneous costs	
Total Costs	

Schedule Overview – *What is the project's projected duration? What are its major phases and significant milestones?*

Start Date: *mm/dd/yy*
Completion Date: *mm/dd/yy*
Major Phases – *"chunking" the project into major sets of activity can help the team develop its work plan and assess whether the project completion date is realistic.*
Phase
Phase
Major Milestones – *significant occurrences in the life of the project*
Milestone mm/dd/yy
Milestone mm/dd/yy
Impact of Late Delivery – *what consequences will our stakeholders experience if we do not meet the project completion date?*
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