

Project Charter

Project Name:		Project ID:	
Department / Division to Receive Request:		Date of Request:	
Requestor/User:		Executive Sponsor(s):	
Requestor/User Dept:		Associated Project(s):	
Project Sponsor:			
Mandate:	No: <input type="checkbox"/>	Yes: <input type="checkbox"/>	If yes, date required: _____
EPM Codes:		Strategic ID:	
Suggested Project Classification:	Ultra-Lite: _____	Lite: _____	Full: _____

Revision History:

(Use this table to record approved changes in the charter document: scope, stakeholders, team, etc.)

Change Date:	Author:	Description of Change:

Project Goal/Description:

What is the purpose and/or the business need for this project? What business benefits will be achieved?

High-Level Scope Definition:

What work will be included as part of this project? What work will not be included as a part of this project? (Defining the boundaries of the project.)

Funding Requirements:

Will funding be required for the purchase of services or products (software/hardware) for the project? If so, describe what will need to be funded and the anticipated \$ amounts.

No: _____ Yes: _____

Project Charter

Authorization:

The Requestor and the Project Sponsor should both sign as authorization for this request. If purchases of hardware, software, or contracting/consulting is needed for this project, the Funding Authority must also sign as authorization to encumber/expend the funds.

Signature	Requestor/User (Typed or Printed)	Date
-----------	-----------------------------------	------

Signature	Project Sponsor (Typed or Printed)	Date
-----------	------------------------------------	------

Signature	Funding Authority (Typed or Printed) <i>(When TR funding is necessary: Director of Business Services)</i>	Date
-----------	--	------

Additional Approvals:
(if needed)

Signature	Name (Typed or Printed)	Date
-----------	-------------------------	------

Signature	Name (Typed or Printed)	Date
-----------	-------------------------	------