



## Project Charter Template

<b>Project Name:</b> _____	<b>Project Number (if needed):</b> _____
<b>Project Leader:</b> _____	<b>Date Submitted to Sponsor:</b> _____
<b>Sponsor:</b> _____	<b>Anticipated Date of Completion:</b> _____

### Objectives, Outcomes, Data

**Project Purpose/Objectives:**

**Scope:**

**Alignment with Strategic Plan:**

**Sources of Data Used to Inform Decision-Making:**

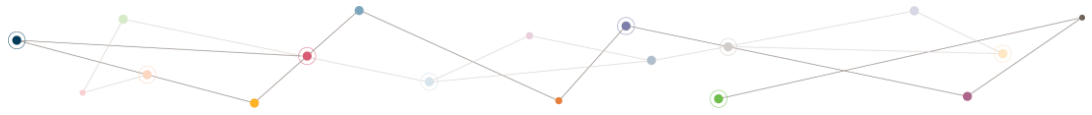
**Measures/Acceptance Criteria to Evaluate Outcome:**

**Final Deliverable(s):**

**Customer:**

**Customer Needs and Priorities:**

**Stakeholders:**



### Resources

Team Member	Role	Anticipated Time Commitment

Are IS staff resources required (Yes/No)? If yes, describe:

Are other units' staff resources required (e.g., graphics, editorial, special projects)?

### Estimated Expenses

Budget Year: \_\_\_\_\_

In Budget for Specified Year (Yes/No): \_\_\_\_\_

Source of Funds and Amount: \_\_\_\_\_

### Schedule

Milestone	Start Date	Anticipated Completion

### Authorizations

Executive Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_