|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | **Project Number:** | **Prepared by: (Project Manager)** | **Date:** |
|  |  |  |  |
| **Customer:** | **Business Unit:** | **Contact Name:** | **Project Type:** |
|  |  |  | 🗷 Mini [ ] Standard [ ] Complex |

|  |  |
| --- | --- |
| SUMMARY OF YOUR COMMITMENT | The Project Charter is the document of record used to gain initial agreement and start the planning process by describing the project in detail and is used as input into the project plan. By signing this document, you agree to proceed with the project and to donate your time, money, people, and continued support as long as the parameters of the project do not substantially change. As planning progresses, you are free to back out of the project and/or refuse to sign additional documents.  |

|  |  |
| --- | --- |
| PRELIMINARY SCOPE STATEMENT | *Describe the project and the characteristics of the product, service, or process to be created. Take care to spell out any work the project will* ***not*** *do.* |
|  |
| Project JUSTIFICATION | *State the problem, issue, or opportunity this project addresses. Describe the project’s impact on LITS products/services and its benefit to Emory (both tangible and intangible).* |
|  |
| OBJECTIVE/s | *State the goals of the project in terms of what business outcomes the project will accomplish?* |
| 1.
 |
| DELIVERABLES (HIGH LEVEL) | *What specific products, services, or processes will this project create?* |
| 1.
2.
3.
4.
5.
 |
| ASSUMPTIONS | *Assumptions may describe details about what is not included in the project, budgetary agreements, or external factors (often schedule or quality issues) outside the control of the project team. Assumptions are believed to be true (70-80% accuracy) and the project will be managed accordingly.* |
|  |
| CONSTRAINTS | *List the limitations or constraints regarding LITS products/services affected by the proposal. Constraints are absolutely true (100% accuracy) and cannot be changed by the project. They generally concern technology, budget issues, schedule, or business processes.* |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| stakeholders | **name** | **dept** | **email** |
| project manager |       |       |       |
| project sponsor |       |       |       |
| core project team: |       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

|  |  |
| --- | --- |
| **PROJECT DURATION** |  |

|  |  |
| --- | --- |
| BUDgET INFORMATION | *A Smartkey (even if it is the same one) must be entered into each column. If there are ongoing costs, normally the ongoing costs are funded from an E&G budget.* |
| **Direct****Costs Items** | **ONE-TIME, NEVER TO REPEAT COSTS** | **EQUIPMENT** | **ANNUALIZED POST-PROJECT ONGOING** | **COMMENTS/EXPLANATIONS** |
| (software/hardware/training ..) |  |  |  |  |
| **TOTAL for EACH CATEGORY** |  |  |  |  |
| **SmartKey(S) for EACH CATEGORY** |  |  |  |  |
| **SIGNATURE(S) FOR EACH CATEGORY FROM (1) THE FUNDING SPONSOR (NON-LITS PROJECT) OR (2) ONE OF lits enterprise cio’s DIRECT REPORTS** |  |  |  | Each category must have a signature. |
| total cost estimate |  |

|  |  |  |
| --- | --- | --- |
| **PROJECT MILESTONES** | **RESOURCE** | **DEADLINE** |
| 1.
2.
3.
 | 1.
2.
3.
 | 1.
2.
3.
 |

***By approving the Project Charter you are in agreement with the mini project as described herein.***

|  |  |  |  |
| --- | --- | --- | --- |
| **STAKEHOLDER** | **NAME** | **SIGNATURE** | **DATE** |
| **PROJECT SPONSOR**      |       |  |       |
| **PROJECT MANAGER** |       |  |       |
| **LITS DIRECTOR** |       |  |       |