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

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| 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. When you sign this document, you become a “sponsor” by virtue of your commitment of time, money, and people to the project. The people who work on the project are “team members” and commit themselves to produce certain work products, or deliverables; additionally a Project Manager who will make every effort to guide the project to a successful conclusion is named. 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. |

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| PRELIMINARY SCOPE STATEMENT | *Describe the project and the characteristics of the product, service, or process to be created. A more detailed project scope statement that describes, in detail, the project’s deliverables, work required, and scope exclusions will be created in the project’s Planning Phase.* |
|       |
| 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 purpose of the project and how it relates to strategic themes, goals and objectives.*  |
|  |
| DELIVERABLES (HIGH LEVEL) | *What are the products, services, or processes this project will create?* |
|  |
| KEY REQUIREMENTS | *What must this project have in place in order to be successful? (hardware or software environments, knowledge/skills of team members, stakeholder support, etc.)* |
|  |
| ANTICIPATED PROJECT DURATION |
|       |
| stakeholders | **name** | **dept** | **email** |
| project manager |       |       |       |
| project sponsor |       |       |       |
| executive sponsor |       |       |       |
| tech lead |       |       |       |
| core project team: |       |       |       |
|       |       |       |
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| risk assessment | *This risk assessment begins with the risks identified in the Requirements Overview document and adds two components: probability of the risk event and the impact of the event. A full Risk Assessment will be conducted in the Planning phase. Risks will be identified and managed throughout the life of the project.*  |
| **risk event** | **probability** | **impact** |
|       |       |       |
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| 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. These items are assumed to be true and often become risk events if they prove to be untrue.* |
| *
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| CONSTRAINTS | *Constraints are known to be true and cannot be changed. They may include budget figures, hardware or software environments, deadlines, staff involvement, etc.* |
| *
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| 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** |
| Implementation Services  |  |  |  |  |
| One-Time Perpetual License  |  |  |  |  |
| Physical Hardware (Blades)  |  |  |  |  |
| Software Maintenance & Upgrades  |  |  |  |  |
| Sandbox VMs during the project (6 months)  |  |  |  |  |
| Post-Project VMs (All Environments) |  |  |  |  |
| Marketing Materials  |  |  |  |  |
| Training for new software |  |  |  |  |
| **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 |  |
| business UNIT involvement  |
| **Business Units Involved** | **person / Role** | **Anticipated Responsibilities & Availability Requirements** | **Functional Manager / Approving Authority** |
|       |       |       |       |
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***By approving the Project Charter you are in agreement with the preliminary duration, the scope,
the anticipated costs, and the project resources as described herein.***

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| **STAKEHOLDER** | **NAME** | **SIGNATURE** | **DATE** |
| **PROJECT SPONSOR**      |       |  |       |
| **EXECUTIVE SPONSOR** |       |  |       |
| **PROJECT MANAGER** |       |  |       |
| **LITS DIRECTOR** |       |  |       |
| **TECHNICAL LEAD** |       |  |       |