|  |
| --- |
| Project Charter*This Project Charter encompasses required information to document expectations of a project along with underlying requirements to meet those expectations. It is also used as a backbone for reference and guidance within the Execution phase.* |

| **Project name:** | **<Project name>** |
| --- | --- |

|  |  |
| --- | --- |
| **Executive Sponsor** |  |
| **Project Sponsor** |  |
| **Project Manager** |  |
| **Business Analyst** |  |
| **Change Manager** |  |

**CU Denver Strategic Plan**

*Describe how the outcomes of this project will support the university strategic plans, such as referencing CU Denver University’s* [*Strategic Plan*](https://www.ucdenver.edu/2030/goals-for-2030)*. Please check all related CU Denver strategic plan objectives pertaining to this project.*

[ ]  CU Denver will be the equity-serving institution in the nation

[ ]  Become known as a university for life

[ ]  Be internationally known for its research and creative work

[ ]  Serve as the anchor institution for an open innovation district in downtown Denver

[ ]  Be known as a people-centered "Best Place to Work"

Table of Contents

[1. Project Overview 3](#_Toc111529257)

[1.1 Project description 3](#_Toc111529258)

[1.2 Project Approach 3](#_Toc111529259)

[1.3 Project benefits 3](#_Toc111529260)

[1.4 Key deliverables 4](#_Toc111529261)

[1.5 Project success criteria 4](#_Toc111529262)

[2. Project details 4](#_Toc111529263)

[2.1 Project Management Methodology 4](#_Toc111529264)

[2.2 Project Schedule 4](#_Toc111529265)

[2.3 Project scope 5](#_Toc111529266)

[2.4 Project Milestones 5](#_Toc111529267)

[2.5 Project size estimate 6](#_Toc111529268)

[2.6 Project budget 6](#_Toc111529269)

[2.7 Project Team Resources 7](#_Toc111529270)

[3. Project Variables 7](#_Toc111529271)

[3.1 Project constraints 7](#_Toc111529272)

[3.2 Risks 7](#_Toc111529273)

[3.3 Assumptions, constraints and dependencies 8](#_Toc111529274)

[4. Project Impact 9](#_Toc111529275)

[4.1 University services: 9](#_Toc111529276)

[4.2 Non-university services 9](#_Toc111529277)

[4.3 Impact & Complexity Assessment 9](#_Toc111529278)

[5. Document history 10](#_Toc111529279)

[6. Approval and authority to proceed 10](#_Toc111529280)

[7. Appendix 11](#_Toc111529281)

[7.1 Glossary: Definition of Terms 11](#_Toc111529282)

[7.2 Appendix 2 11](#_Toc111529283)

[7.3 Appendix 3 11](#_Toc111529284)

# Project Charter

## Project Overview

* 1. Project Description

Provide an applicable problem statement or describe the opportunity that this project will address. Identify the key needs that the project is designed to meet and include any background material on the reasons why the project needs have arisen.

* 1. Project Approach

| Project Approach description |
| --- |
| * + 1. *Project management handled by:* Choose an item.
		2. *Development resources:* Choose an item.

*Solution/Service/Product:* Choose an item.* + 1. *Was budget approved:* Choose an item.
		2. *Project impact:* Choose an item.
		3. *Was previous BA work completed?* Choose an item.
		4. *Additional Comments:*
 |

* 1. Project Benefits

| Benefit description*What are the benefits of executing this project?* |
| --- |
|  |
|  |
|  |
|  |
|  |

* 1. Key Deliverables

| Deliverable*These are the major deliverables (product, service or result) that the project will produce.* |
| --- |
|  |
|  |
|  |

* 1. Project Success Criteria

| Criteria*The following are the factors or characteristics that are deemed critical to the success of the project, such that, in their absence the project will fail.* | Measured how?  |
| --- | --- |
|  |  |
|  |  |
|  |  |

## Project details

* 1. Project Management Methodology

| Methodology: | *Planning will be conducted using standard project management processes [e.g., waterfall, agile, or hybrid] including OIT team planning meetings for work breakdown, task estimation, risk assessment, and scheduling. Planning estimates will be based on previous experience of OIT staff SMEs.*  |
| --- | --- |

* 1. Project Schedule

| Proposed start date: | Proposed end date: |
| --- | --- |
| Planning phase dates: |  |
| Execution phase dates: |  |
| Known deadlines: |  |

* 1. Project Scope

| In scope*The following is a description of the scope (work) that will be performed within the project.* |
| --- |
|  |
|  |
|  |
|  |

| Out of scope*The following is a description of the scope (work) that will not be performed within the project scope.* |
| --- |
|  |
|  |
|  |
|  |

* 1. Project Milestones

| # | Project Phase | Planning / Executing activity milestones*Following is a high-level timeline estimate for the project. The final timeline will be based on information collected during the Planning Phase and will be dependent on project approval and resource availability.* | Activity timeline*Estimated completion timeframe (Month/Year).*  |
| --- | --- | --- | --- |
| 1 | Initiating | Project Charter |  |
| 2 | Planning | Project Kick-off | August 2022 |
| 3 | Planning | Task Creation / Estimation  |  |
| 4 | Planning | Planning Phase Complete |  |
| 5 | Executing | Execution Phase Begins |  |
| 6 | Choose an item. |   |  |
| 7 | Choose an item. |  |  |
| 8 | Choose an item. |  |  |

* 1. Project Size Estimate

| Size | Reasons |
| --- | --- |
|  |  |

**Project Size Characteristics –** select as many as apply and then choose an appropriate overall size

| Size | Hours | Complexity | Duration | Cost |
| --- | --- | --- | --- | --- |
| S | < 200 hours | Simple | < 1 month | Less than $25K |
| M | 200-400 hours | Moderate | 1-3 months | $25K to $250K |
| L | 400 - 1000 hours | Complex | 3-12 months | $250K to $500K |
| XL | > 1000 hours | Very Complex | 1+ years | $500K + |

* 1. Project Budget

Anticipated project implementation cost

| Cost of labor (existing staff) | $ |
| --- | --- |
| Cost of labor (new or contract staff) | $ |
| Cost of non-labor resources | $ |
| **Total cost** | $ |
| If a purchase is required, give the details |  |

Source of funds to be used for project implementation

| Name of unit | Funding source (speedtype, etc.) | Estimated amount |
| --- | --- | --- |
|  |  |  |

Post-implementation costs

| Estimated cost | $ | Over <# of> years: |  |
| --- | --- | --- | --- |

* 1. Project Team Resources

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role | Resource | Department | Planning (time/week) | Execution (time/week) |
|  |  |  | TBD | TBD |
|  |  |  | TBD | TBD |
|  |  |  | TBD | TBD |
|  |  |  | TBD | TBD |
|  |  |  | TBD | TBD |
|  |  |  | TBD | TBD |
|  |  |  | TBD | TBD |
|  |  |  | TBD | TBD |
|  |  |  | TBD | TBD |
|  |  |  | TBD | TBD |

## Project Variables

* 1. Risks

| Risks if undertaking the project:*Following are the risks that could disrupt the successful completion of the project.* |
| --- |
| * + 1. Scope creep
 |
|  |
|  |

| Risks if NOT undertaking the project: |
| --- |
|  |
|  |
|  |

* 1. Assumptions, Constraints and Dependencies

| AssumptionsFollowing are the assumptions related to business, technology, resources, scope, expectations, or schedules contributing to or supporting this project. |
| --- |
| * + 1. Adequate personnel resources will be made available to ensure successful planning and implementation
 |
| * + 1. Adequate resources will be made available post implementation to ensure optimum system maintenance and optimum performance upon transition to operations
 |
| * + 1. Budget has been approved and is available, if needed
 |
| * + 1. Project team members have all the required skills
 |
| * + 1. Decisions will be made in a timely manner
 |
| * + 1. Executive leadership support
 |
| * + 1. Timely access to stakeholders
 |

| ConstraintsFollowing are the potential project constraints based on current knowledge. Constraints could include such items as schedule, budget, and resources. |
| --- |
| * + 1. Daily operational duties
 |
| * + 1. Resource availability
 |
|  |

| DependenciesExternal projects, resources, and business process/cycles that this project depends on for success |
| --- |
| * + 1. Critical technology infrastructure such as the campus data network, identity management, and active directory
 |
| * + 1. Time commitment to develop processes and methodology
 |
| * + 1. Team availability
 |

## Project Impact

* 1. University Services:

*Services include - but are not limited to - technical, academic, administrative, security, and physical services that will be affected during or after project execution.*

| Service | Service Manager/Unit | Description of impact |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Non-University Services

*Services include - but are not limited to - affiliates, external partners, sister universities, and vendor services that will be affected during or after project execution.*

| Service | Service owner | Description of impact |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Impact & Complexity Assessment



## Document History

| Version | Date | Author | Comments |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Approval and Authority to Proceed

*We approve the charter and authorize the team to proceed.*

| Role | Name | Title | Date(MM/DD/YYYY) |
| --- | --- | --- | --- |
| Executive Sponsor |  |  |  |
| Project Sponsor |  |  |  |
| Project Manager |  |  |  |

## Appendix

* 1. Glossary: Definition of Terms

|  |  |
| --- | --- |
| Term / Acronym | Definition |
| CI |  Computing Infrastructure |
| CS |  Constituent Services |
| IdM  |  Identity Management |
| IT | Information Technology  |
| OIT | Office of Information Technology |
| PAC | Planning, Analysis, and Change |
| RAC | Risk and Compliance |
| SecOps | Security Operations |

* 1. Appendix 2
	2. Appendix 3