|  |
| --- |
| 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"

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# 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. Key Deliverables

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

## Project details

* 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 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 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
 |
|  |
|  |

* 1. Assumptions

| 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
 |

## 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 |  |  |  |