

Weber State IT Division

Project Charter Form

Revised 6/02/2016

Project Title:

IT Project Manager: IT team member responsible for managing this project

Project Business Owner:

Who will be approving the design of the project and signing off on the completed work.

Sponsor:

What university executives are sponsoring this project and should be informed of project progress?

Team Members:

Identify IT team members and functional / business users who will have regular input on the project and will be involved in testing the final work. This should also include other contributors such as designers, testers, trainers, communicators, budget managers, etc.

Project Meeting Schedule:

- How often will the project team meet?
- Will there be a need for separate technical team meetings?
- Who will schedule project meetings?

Project Objective/Goal:

- In your project objective or goal describe the business need(s) this project is going fulfill.

Project Scope:

- How will you complete this project?
- What tools and resources will be used?
- What should NOT be considered in scope?
- Identify key project milestones and an overall completion date

Success Criteria and Deliverables:

- Describe how the success of this project will be measured
- What are the end results or deliverables of the project that define successful completion

Reporting Responsibilities:

- Who is responsible for reporting to executives, stakeholders, and business owners?
- List all individuals that need to be kept up to date on the status of the project
- What format and schedule will be used for status reports?

Requirements and Resources:

- Identify and describe the project requirements for completion of this project
- What budgetary resources will be utilized if there is a financial cost?
- Identify any human resources (time and staff) available from IT and the business end to complete this project
- What other IT or business teams, other than the project team members, will need to be involved?
- What hardware equipment or software will be required?
- What technical and business training will be necessary to implement the project?

End User Training:

- What training will be needed for the users of this product, what format will the training take and who will provide it?

Communication Plan:

- What campus audiences or users need to be informed of the project launch?
- How will the project outcomes be communicated with campus?
- Identify who is responsible for the product launch announcements

Charter Signoff:

Project Business Owner

IT Project Manager

Executive Sponsor