

# **Project Charter**

Version History		
Version	Date (MM/DD/YYYY)	Comments

Section 1 – General Information	
Primary Department / Business Unit	
Other Department(s) / Business Unit(s)	
Target Completion Date	



**Project Charter** 

Section 2 – Stakeholders List as to be determined (TBD) until known.				
Role	Name	Department	Phone Number	Email Address
Project Sponsor				
Project Manager				
Business Process Owner				
Technical Lead				
Subject Matter Expert(s)				
Customer(s)				
Stakeholder(s)				



**Project Charter** 

Section 3 – Project / Service Description Project Description and Product Characteristics  Project Purpose / Justification
Project Purpose / Justification
Project Objectives and Related Success Criteria
What this Project will Include
What this Project will Not Include



**Project Charter** 

Section 4 - Project Charter Approval	
My signature below indicates an understanding of the purpose and content of this document.	. Bv sianir

document, I have reviewed the information contained in it and agree to it as the formal Project Charter.

Name	Role	Signature	Date (MM/DD/YYYY)
	CIO		
	CFO		
	AVP of Facilities		
	Provost		
	Dean		
	Department Chair		
	Project Manager		
	Office of the President (if needed)		

Section 5 – List of Addenda List all supplemental files to this Business Case. If possible, hyperlink to the documents.		
Document Name	File Name	