PMO Project Charter
[project name]

The Project Charter summarizes all project aspects in order to have clear, uniform expectations and to anticipate obstacles that may reduce project success. Each section triggers questions that, when thoughtfully considered and accounted for, contribute to project success. It is not meant to be a repository for details of all aspects of the project, but rather, a thorough summary to which all parties can agree.

1.GENERAL INFORMATION

Project Name	
Project Summary	 Link project submission document here:

Project Type	(Improvement of existing application, new application, upgrade, etc.)	**Projected Start Date**	
Urgency		**Projected End Date**	

DOCUMENT REVISION HISTORY

Date	Author/Department	Description of Changes
<MM/DD/YYYY>	<NAME/DEPARTMENT>	Baseline version

2. PROJECT TEAM: Individuals who will work on the project

Role	Name	Title	Responsibilities within team on this project
Executive Sponsor			1. Participate visibly, to extent possible/needed 2. Communicate support, and promote the change 3. Build a coalition of support
Business Champion			1. Attend project meetings as requested by the PM 2. Review and approve process deliverables 3. Provide subject matter expertise to the project team 4. Provide project updates/issues to Exec sponsor
Project Manager			1. Oversee project team and project activities 2. Manage stakeholder expectations 3. Build and implement project plans, including timeline,, communication plan, risk plans, and others as needed 4. Schedule tasks and manage the delivery of outcomes 5. Delegate assignments
Team Members / SMEs			1. Ensure facts and details are accurate 2. Accurately represent their business units' needs to the

			project team
Project Resources for gathering requirements			

3. PURPOSE: Rationale for the Project

Problem Statement / Business Justification - Why do this project? Why now? What is the risk of not doing it? What is the business need this project addresses?

Project History / Background Information - Provide any relevant information

University Strategic Priorities - Indicate all strategic priorities this project supports ([Strategic Plan, 2020-2025](#))

1. Grow and develop both our undergraduate and graduate student bodies with an emphasis on student success, both during the students' time at Illinois Tech and after graduation in their professional careers	3. Strengthen our finances to enable strategic investments in our faculty, facilities, and educational and research programs
2. Fully realize our identity as the premier technology-focused university in Chicago and one of the five premier technology-focused universities in the nation	4. Become a leading university in the development and delivery of our educational and research programs

Goals - Note the primary goals of this project.

Business Goals:
1.
2.
3.

Project Goals:
1.
2.
3.

4. PEOPLE: Managing the Change

Stakeholders - List all individuals or groups with a significant interest in or who will be significantly affected by this project and in what way they are stakeholders

Constraints - List any conditions that may limit the project's / team's options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project)

External Dependencies - Will project success depend on coordination of efforts between the project team and other

individuals or groups? Has everyone involved agreed to this collaboration?

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Internal Communication Strategy - Specify how the project manager will communicate to the Executive Sponsor, Project Team members, and Stakeholders; e.g., frequency of meetings, means of communication, etc.

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5. SCOPE

Explain the most important deliverables of a project. These include top level requirements, and assumptions and limitations.

In scope	
Out of scope	
Assumptions & limitations	
High level requirements	

6. RISKS AND MITIGATION PLANS

Risks: Identify obstacles that may cause the project to fail	**Risk Rating** (high, med, low)	**Plan to mitigate**
1.		
2.		
3.		
4.		
5.		
6.		

7. SUCCESS CRITERIA

Please review the project request document as a starting point, which lists out anticipated direct and indirect savings, and expand on other anticipated success criteria.

Success Criteria Increase/Decrease/Improve by <Some Value>	**Current State** Current measurement of the value	**Target State** Desired measurement of the value that will demonstrate success.
1.		
2.		
3.		
4.		
5.		

8. MILESTONES AND DELIVERABLES

This is the "definition of done" for the project. Project deliverables should be specific, measurable, and testable. Specific timelines and dates are not required, but note them where possible as appropriate. Include externally required deliverables where applicable.

Deliverable	Description	Timing
1.		
2.		
3.		
4.		
5.		

9. PROJECT GOVERNANCE

What kinds of changes require sign-off? What does this process look like?

10. SIGN OFF: Declaration of support for the fully developed project

	Name	Date and method of sign-off
Executive Sponsor		
Business Champion		
Project Manager		