

-PLEASE MAKE A COPY FOR YOUR OWN USE-

Project Charter

This project charter will help you track the various big-picture aspects of your open textbook project. This will help you manage information and keep you on-task.

Project Name:

Version #. Month, Day, Year:

1. Partners	Include names for all involved in the project. This may include a project champion, sponsor, or departmental working group.
2. Scope	Include a brief statement that clearly defines the scope of the project. It should describe what course(s) the project will cover, what type of resource(s) it will be, and provide a general context for content.
3. Budget	Include a high-level budget with 4-5 key costs and the amount of money allocated to these costs. For example: <ul style="list-style-type: none">● Overall budget = \$● Subject-matter experts (SMEs) = \$● Editing = \$● Graphic design = \$● Etc.
4. Risks and Planning	Include high-level risk statements and a mitigation or contingency plan to prepare for/respond to the risk should it arise. You can include constraints here as well.
5. Goals	Include the high-level goals that this project is aiming to support. These may come from existing documents, such as the grant proposal or the contract.
6. Deliverables	Include each deliverable with a brief description. Consider “open” when constructing these statements. For example: <ul style="list-style-type: none">● Open textbook for Sociology 102 course● Ancillary case studies for student practice
7. Audience	Describe the audience for the project. This can include groups such as post-secondary institutions, communities, government, and entire sectors that are may be contributing to and benefiting from the project deliverables.
8. Milestones	Include milestones that support your path to meet the deliverables. These milestones can be included as guides for your completed timeline.

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