**Purpose of the Document**

This document should be completed during the Project Initiation phase or very early in the Planning phase. It is an executive overview intended to facilitate discussion, and to provide formal authorization to proceed.  It is also a blueprint intended to define and narrow the project’s focus, clarify the results being sought, confirm value to the business, establish boundaries, and help the team communicate its goals and plans.  This entire document should require between two and four pages when complete.  It is not a detailed planning document.  Information will likely be limited in terms of reliability and completeness.

***Template Instructions***

*Note that the information in italics is guidelines for creation of the document sections. To adopt this template for project use, delete all italicized instructions and modify as appropriate*

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# Mission Statement

*Describe in one or two sentences the* overall purpose *of the project.  This should not be a simple list of things to do or deliverables to be produced.  Focus on* what *will be accomplished.  Later sections will explain why, when, how and by whom.  What is the specific problem or pain being addressed, and what results will be sought?*

# Justification / Business Cases

*Describe why, in business terms, this project is important.  This should be the initial ROI.  Should include metrics – how we will measure the increased recruitment, etc.*

# Link to the University Strategic Priorities

*Describe how the project supports one or more the University’s Strategic Priorities:  Enhance student learning and success; foster Innovative teaching, scholarship, and research; Commit to engaging the community by building enduring partnerships that strengthen and enrich the region; engage students in a comprehensive university experience, excel as a place to learn, work, live, and visit; promote a strong University identity.*

# Project Type

*Describe the type of project:* ***Mission Critical*** *(will break if not fixed), Operational (keeps the University running (preventative maintenance),* ***Strategic*** *(provide significant breakthrough / required for long term goals of 1-2 years or longer),* ***Tactical*** *(incremental productivity / growth increase / required for short term goals of between 6-12 months), Legal necessity (required by law).*

#  Scope Statement

*Describe the Scope of the project.  Scope is the sum of the products and services to be provided by the project. Note what is NOT included, if there could be confusion.*

#  Stakeholders

*Which constituencies will be affected by the project, either through changes brought about by the project, or because resources will be required from that department to complete the project?*

#  Affected Systems

*What systems, if any, will be affected by this project (finance, HR, data warehouse, pricing, warehouse, Learning Management Systems, etc.)*

# Disaster Recovery / PCI / HIPAA Compliance

*In this section, please note the following:*

* *What is needed for disaster recovery?*
* *Dose the project touch payment card data, and fall under PCI DDS?*
* *Does the project touch personal health care data, and therefore fall under HIPAA controls?*

# Initial Milestone Schedule

*A milestone is a significant event in the project, usually the completion of a major deliverable. A deliverable is any measurable, tangible, verifiable outcome, result, or item that must be produced to complete a project, or part of a project.  Often the deliverable is subject to approval by a sponsor or user.  An example would be the completed design of a store or system.*

*Note that this is not a detailed schedule.  List the expected (or required) dates for key events.  Examples include the project start and end dates, phase end dates, completion of major deliverables, etc.  Rule of thumb: more than six or seven milestones is probably too detailed for a charter.*

|  |  |
| --- | --- |
| *Key Target Date #1* | *yyyy-MM-dd* |
| *Key Target Date #2* | *yyyy-MM-dd* |
| *Key Target Date #3* | *yyyy-MM-dd* |

# Financial Estimates and Source of Funding

*Identify the estimated cost of the overall project or the next phase, if any direct costs.  This is likely to be an order of magnitude estimate in the early planning phase, as compared to a firm (budget) estimate.  Consider Labor, Hardware, Software, Licenses, fees.  Identify source of funding.*

#  Initial Assumptions

*Identify any high-level assumptions that may be relevant to understanding this document.  Assumptions might address the availability of funding, resources, or new technologies; expected growth in sales or customer base, expected actions on the part of competitors, etc.*

# Initial Constraints

*Identify anything that significantly limits the project team’s options in planning and executing project activities.  These might include applicable laws and regulations, mandated target dates, financial limitations, resource limitations, etc.*

# Major Risks

*Identify significant risk events (high-probability and/or high estimated impact) that are relevant in terms of authorizing this project or upcoming planning activities.  A Risk is an uncertain event that, if it occurs, has a positive or negative affect on the project or its objectives.*

# Project Team (Roles and Responsibilities)

*Enter Project Team names, titles, and responsibilities.  Responsibilities may be taken from the Project Roles and Responsibilities template.  Focus on the Project Sponsor / Owner, Project Manager, Sub-Project Managers, and other key team positions.  (Sample responsibilities are given)*

|  |  |
| --- | --- |
| **Name / Title** | **Responsibilities** |
| *Jane Doe**Project Sponsor* | * *Authority to approve funds*
* *Approve Scope*
 |
| *John Smith**Project sponsor* | * *Be concise and specific.*
* *Define focus and expectations*
* *Provide access to resources*
* *Establish credibility*
* *Determine success criteria*
* *Overall responsibility for success of project*

*.* |
| *Jane Smith**Project Manager* | * *Develop the statement of work*
* *Validate plan with team members, sponsors*
* *Conduct meetings*
* *Exercise appropriate change controls for scope, time, accost and quality*
* *Facilitate the team to viable alternatives when problems occur*
* *Ensure all issues are quickly resolved or escalated for resolution*
* *Ensure appropriate risk management planning, monitoring and control*
* *Conduct Debrief*
 |
| *Jeff Jefferson**Project Lead* | * *Manage IRT resources and communication*
* *“Owns” the results of the project*
 |
| *Linda Lead**Academic or administrative lead* | * *Manage academic or administrative resources and communication*
* *“Owns” the results of the project*
 |
| *John Henry**Team Member* | * *Contribute fully to the project*
* *Share knowledge and expertise and participate in meetings and discussions*
* *Carry out assignments*
* *Communicate with other team members*
 |
| *Henry James**SME (subject matter expert)* | * *Assess Current systems*
* *Design transactions / processes*
* *Design and organize procedures*
 |

# Approval

*Required to make this an active project (after prioritization).*

*Name*

*Title*

*Date*