

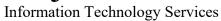


Project Information

roject Title:
roject Manager:
reation Date:
evision Date:
reated By:
roject Score:
otal Estimated ITS Time Commitment:
roject Description:
xecutive Sponsor(s):
ponsor:
susiness Case:
roject Scope:
bjectives:
isk & Impact:
takeholder (s):
Project Timeline
roject Start Date:
otable Milestones and Date Needed by:
rojected End Date:



Project Charter





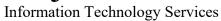
Project Members

Person 1	
Name:	
Project Role:	
Estimated Time:	
Initials:	
Person 2	
Name:	
Project Role:	
Estimated Time:	
Initials:	
Person 3	
Name:	
Project Role:	
Estimated Time:	
Initials:	
Person 4	
Name:	
Project Role:	
Estimated Time:	
Initials:	





Project Charter

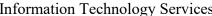




Possible Additional Resources

Person 1	
Name:	
Project Role:	
Estimated Time:	
Initials:	
Person 2	
Name:	
Project Role:	
Estimated Time:	
Initials:	
Person 3	
Name:	
Project Role:	
Estimated Time:	
Initials:	
Person 4	
Name:	
Project Role:	
Estimated Time:	
Initials:	





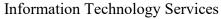


Approvals

Person 1			
Name:			
Title:			
Date:			
Person 2			
Name:			
Title:			
Date:	 		
Person 3			
Name:			
Title:			
Date:			
Person 4			
Name:	 	 	
Title:			
Date:			









Security Review:
Date of Security Review:
Accessibility Review:
Date of Accessibility Review:
Operational Requirements:
How much will the project cost to implement:
Initial Fund Provider and Account Number:
How Much Will This Project Cost to Maintain Annually:
Annual Cost Estimate and Account Numbers:
Ticket Number:
Precedent (choose one): Scope Time Budget
Clear Form:





Glossary of Terms

Annual Cost Estimate: What is the overall estimated total yearly operational cost of this project?

Business Case: Explanation of why the project is important to the mission of the institution.

Created by: List all contributors

Estimated ITS Time Commitment: Estimated hours of all ITS employees for duration of the project.

Executive Sponsor: Name and title of cabinet-level administrator(s) sponsoring project

How much (\$) will this project cost to implement Startup Cost Estimate: What is the overall estimated total start-up cost of this project?

How much (\$) Will This Project Cost to Maintain Annually: What is the overall estimated total ongoing annual cost of this project?

Initial Fund Provider: Who is responsible for the initial costs?

Milestones: Include milestones and target dates. Milestones would include research completed, draft completed, dates for internal approvals, Production and development installs, training, configuration reference materials completed, website updated, communication plan items, etc.

Objectives: List the specific, measurable, achievable, results-focused, time-bound objectives of the project

Ongoing Fund Provider: Who is responsible for the ongoing costs?

Operational Requirements: Identify ongoing operational resources or staff that is required for the long-term success of this new venture.

Possible Additional Resources: These are individuals who make be asked to give input on the project or a specific aspect of the project, but do not need to attend the regular project meetings. Their specific role and estimated time need to be described here.

Precedent: (Scope, time or budget, which is most important)?

Project Assumptions: What are the working assumptions, ground rules, or common values that the group should keep in mind as it does its work? What agreements and commitments are necessary for the work to be completed successfully and on time?

Project Description: Brief description of the project (100 words or fewer)





Project Charter

Information Technology Services



Project Members: These are individuals who make up the project team and need to attend the regular project meetings. Their specific role and estimated time need to be described here.

Project Scope: Briefly state the scope of the project, including a clear statement of what is out of scope of the project.

Project Score: A ranking score of priority to be determined by CIO and president's cabinet.

Public Portfolio: All projects are listed on the Project Portfolio. Some are listed on the PUBLIC portfolio. Public portfolio projects should have a general campus interest, especially to students since they do not have access to the entire portfolio.

Risk & Impact: Briefly describe the risks and impact on the institution.

Security Review: Please describe the security implications for this project. All projects that involve (data at rest and in motion) Category 2 - Private and Category 3 Restricted data per the Data Risk Classification Policy need to be formally reviewed by the Information Security Officer.

Sponsor: Who is the primary client stakeholder and contact for this project?

Stakeholder(s): List all people, units, departments and ITS employees with an interest or a concern in the project.

Ticket Number: If the project has a corresponding ticket number, please include that here.

Total Estimated ITS Time Commitment: Sum the individual amount of ITS staff time.



