**Project Charter DRAFT**

Project authorized by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_

# I. Project Name

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Name** | X | **Start Date** | XX/XX/XX | **End Date** | XX/XX/XX |

# II. Project Organization

*Indicate all project team members and how frequently you will communicate with them.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Manager**  *Oversees the project work plan; reports on status; leads project team that is responsible for achieving the project objectives* | | **Sponsor**  *The top decision maker authorized to engage the project and fund it; has ultimate authority and responsibility for the project* | |
| * X | | * X | |
| **Steering Committee**  *Key people that assist the project manager in making decisions and moving the project forward* | Weekly  Bi-Weekly  Monthly  As Needed | **Stakeholders**  *An individual, group, or organization that may affect or be affected by outcome of the project* | Weekly  Bi-Weekly  Monthly  As Needed |
| * X | | * X | |
| **Project Team**  *Supports the project manager in performing work of the project to achieve its objectives* | Weekly  Bi-Weekly  Monthly  As Needed | **Others Involved**  *List anyone else who will be involved and state their roles* | Weekly  Bi-Weekly  Monthly  As Needed |
| * X | | * X | |

# III. Project Details

|  |  |
| --- | --- |
| **Project Description**  *Write a brief description of this project in simple, easy-to-understand terms. What are you trying to accomplish? Why?* | |
| X | |
| **Scope**  *Who/how many this will impact? What is included (or not included) that can help manage the expectations?* | |
| *In scope:*   * X   *Out of scope:*   * X | |
| **Deliverables**  *Which products or results do you expect upon completion of the project?* | |
| * X | |
| **Goals Alignment**  *With which Board Goals and ITS Goals does this project align?* | |
| #B1 Connect the educational experience to the world of work  #B2 Provide educational opportunities and supports to SDCOE schools and school districts  #B3 Become the leader and model for innovation  #B4 Maximize human and operational resources to strengthen the organizational culture of SDCOE | #ITS1 Maximize Customer Success  #ITS2 Create Value  #ITS3 Improve Division Efficiencies  #ITS4 Protect•Detect•Respond |
| **Objectives/Success Criteria**  *How will you know if the project was a success? List what you are trying to accomplish and the success criteria.* | |
| * X | |
| **Risks**  *List the things that you think could be risks to the success of the project. If possible, list the mitigation strategy for each risk.* | |
| * X | |

# IV. Project Schedule & Milestones

*Based on your needs, list either the phases and/or major milestones of the projects. Include start and end dates.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase/Major Milestone** | **Responsible (Lead)** | **Start Date or Month Begin** | **End Date or Month End** |
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# V. Tools

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| --- | --- |
| Monday.com | If Yes, which board? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Do any new members need to be added? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Microsoft Teams | If Yes, which team/channel will you use? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| OneDrive | If Yes, whose OneDrive, and what is the folder named? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SharePoint Site | If Yes, which site, and what is the folder named? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other |  |

# VI. Other Items to Consider

* **Project Budget:** Estimate the cost of the project.
* **Communication Plan:** Identify all critical communication channels for project stakeholders, frequency of communication, types of information to be communicated, and method of regular communication.
* **Tracking and Status Updates:** Identify the methods the project team will use to regularly update the project status including methods of tracking project progress and which organizational stakeholders receive notification of project status.
* **Training Plan/Documentation Plan**: Identify any necessary training and documentation for project stakeholders, including content, delivery method, etc.
* **Project Close Out:** Determine the final actions/steps to close out the project. Examples include sign off documentation, lessons learned meetings and documentation, surveys/evaluations, and a celebration and/or acknowledgement.