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| **ITS PROJECT CHARTER** | | | |
| **PROJECT NAME** | | | |
| **DATE OF INITIAL DRAFT** | | | |
| This charter formally authorizes the <Project Name> Project to undertake the work defined below. A project plan will be developed by the project team and submitted for approval to the project sponsor. | | | |
| **PROJECT MANAGER** | **PROJECT SPONSOR** | | **PROJECT LEAD (FUNCTIONAL)** |
| **CUSTOMERS/END USERS (PRIMARY)** | | **CUSTOMERS/END USERS (SECONDARY)** | |
| **MILESTONES/ESTIMATED COMPLETION** | | **ESTIMATED BUDGET** | |
| **PROJECT GOALS (NARRATIVE)**  Paragraph 1: General description of issue  Paragraph 2-3: Current process and problem  Last paragraph: Thus, the goal of this project is to XXX. | | | |
| **PROJECT OBJECTIVES/SUCCESS CRITERIA**   * Should be SMART (specific, measurable, achievable, realistic, time-delimited) * Should be SMART (specific, measurable, achievable, realistic, time-delimited) * Should be SMART (specific, measurable, achievable, realistic, time-delimited) | | | |
| **PROJECT DELIVERABLES**   * What is in scope * What is in scope | | **PROJECT EXCLUSIONS**   * What is out of scope * What is out of scope | |
| **PROJECT TEAM AND RESPONSIBILITIES**   * Customer subject matter experts * Technical experts from the following ITS departments:   + XX   + XX   + IT Security: UTHSC data security expertise   + Functional managers of the above departments: Staff assignments and support * Technical experts from the vendor | | | |
| **ASSUMPTIONS & CONSTRAINTS**   * Assumptions: Factors that are treated as truth but unverified (ex., The approved project budget will not be reduced.) * Constraints: Factors that limit the project in some way (ex., Application X contains protected health information, so it cannot be stored on local machine.) | | | |
| **APPROVED BY THE PROJECT SPONSOR OR DESIGNEE:**  **Date:**  **<SPONSOR NAME>**  Title, College/Department  or  **<DESIGNEE NAME>**  Title, College/Department | | | |