|  |
| --- |
| **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 issueParagraph 2-3: Current process and problemLast 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/Departmentor**<DESIGNEE NAME>**Title, College/Department |