

<INSERT PROJECT NAME>

PROJECT CHARTER

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| Document Information | |
| Document Title: |  |
| File Name: |  |
| MS Teams Location: |  |
| Project Name: |  |

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| --- | --- |
| Document Owner | |
| Author | Department |
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| Change History | | | |
| Version No. | Date Changed | Modified By | Nature of Amendment |
| 1.0 |  |  | Initial creation. |
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PROJECT/PROBLEM DESCRIPTION:  
xxxxxxxxxx

PROJECT GOALS & OBJECTIVES:   
xxxxxxxxxx

## Objectives/ Measures of Success:

* xxxxxxxxxx
* xxxxxxxxxx

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ITS Goals | | ITS Strategy | | Pillars | |
|  | Student Experience |  | Create a distinctive teaching, learning and student engagement experience that supports differentiated STEM-educated leaders. |  | Continual Improvement |
|  | Research and Scholarship |  | Create a cyberinfrastructure, solutions, and a collaborative culture that empowers growth in the scale and impact of Mines research, innovation, and scholarship. |  | Active Collaboration |
|  | Connected Community |  | Connect and extend the Mines community to prospective students, alumni, the surrounding community, and to national and international partners, establishing Mines as a preferred partner through innovation, service, and the use of technology. |  | Solutions Focused |
|  | Digitally-Powered University |  | Realize a digitally advanced university supported by data-informed business processes and secure, integrated solutions that support Mines as a great place to live, explore, learn, and work |  | Innovation |
|  | Premier IS Organization |  | A service-focused IT organization that is a collaborative partner in providing technology solutions {that empower and support the IT strategic plan and its strategies and goals}. |  | Leading Edge Technologies |

**OR**

| Applicable Mines@150 Goals | |
| --- | --- |
|  | A producer of differentiated and highly desired STEM-educated leaders |
|  | A leader in educating STEM students and professionals |
|  | A go-to-place for use-inspired research and innovation needed for challenges facing industry and society |
|  | Accessible and attractive to qualified students from all backgrounds |
|  | A great community to learn, explore, live and work |
|  | A preferred partner for talent, solutions and life-long learning |
|  | The exemplar for alumni affinity, visibility and involvement |

# PROJECT SCOPE:

## Inclusions:

* xxxxxxxxxx
* xxxxxxxxxx

## Exclusions:

* xxxxxxxxxx
* xxxxxxxxxx

# PROJECT ASSUMPTIONS:

* xxxxxxxxxx
* xxxxxxxxxx

# HIGH-LEVEL RISKS:

* xxxxxxxxxx
* xxxxxxxxxx

# PROJECT TEAM:

| Role | Responsibilities | Estimated Commitment\* | Staff |
| --- | --- | --- | --- |
| Sponsor/ Steering Committee | Examples: Budget, Critical & Change Decisions, Clear Roadblocks | x-x hrs/ week or month | Name  Name  Name |
| Process/Project Owner | Examples: Operational Lead, Campus Communications, Training | x-x hrs/ week or month | Name  Name  Name |
| Project Manager | Examples: Project Guidance & Management; Project Team Communications | x-x hrs/ week or month | Name |
| Project Team | Examples: Technical Design, Team meetings,  Project Input & Collaboration,  Project Task Execution | x-x hrs/ week or month | Name  Name  Name |
| Vendor Partners | Examples: Requirements specifications, Relevant modifications and updates | x-x hrs/ week or month | Name  Name  Name |
| Key Stakeholders | Examples: Requirements Input, Resource Approvals, Receive Project Updates | x-x hrs/ week or month | Name  Name  Name |

*\*High level initial estimates only and subject to change based on specific needs throughout the project*

# PROJECT DELIVERABLES

(Documents, products, results that are produced during the project)

| Deliverable | Deliverable Description |
| --- | --- |
|  |  |
|  |  |
|  |  |

# HIGH-LEVEL BUSINESS REQUIREMENTS:

| # | Requirement Description | R/D\* |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

*\*Required/Desired*ESTIMATED TIMELINE:

| Timeframe\* | Project Phase Focus |
| --- | --- |
| **Month x-x** | **Initiating & Planning**: |
| **Month x-x** | **Implementation**: |
| **Month x** | **Close-Out:** |

*\*Standard estimates only and will change based on requirements, solution, and resource availability*  
CHARTER APPROVAL:

| Role | Name | Approval Date | Signature/ Approval Method |
| --- | --- | --- | --- |
| Sponsor |  |  |  |
| <Key Stakeholder> |  |  |  |
| Project Manager |  |  |  |