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PROJECT CHARTER LITE

[To see Online Help  make certain that Tools/Options/View/ScreenTips is checked]

1. Does my project require a Charter? 
2. Save the Charter file using the filename format: *Charter_Lite_Project Name.doc*.

1. General Project Information

Project Name:			
Project Sponsor:			
<i>Document History</i>			
<i>Version</i> 	<i>Date</i> 	<i>Author</i>	<i>Reason for Change</i>

2. Project Definition

What product or service will this project produce?	
Who will use it?	
Who benefits? How?	
How will we know that the project was a success?	
What are the key deliverables of this project?	

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3. Project Details			
Proposed Start date:		Proposed end date:	
Enter anticipated project implementation cost: (with comments where appropriate)			
Cost of labor (existing staff)	\$		
Cost of labor (new staff or contract)	\$		
Cost of non-labor resources	\$		
Total Cost:	\$		
Is a purchase required? If yes, give details.	[] Yes [] No		
Indicate source of funds to be used for project implementation:			
Name of Organizational Unit	Fund Center	Estimated Amount (\$)	
Enter total post-implementation costs			
Estimated Cost	\$	Over # of years:	
Major Known Risks (including significant Assumptions)			
Constraints (List any conditions that may limit the project team's options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project)).			

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4. Resources Information

Estimate staff time required (List each role, department and the number of hours required)

Which group(s) and/or individuals will be involved in this project?

Role (e.g. Developer, Analyst, Network Engineer)

Department

Hours needed (e.g. x hrs/mon for x months; x hours total)

5. Sign-off

	Name	Signature	Date (MM/DD/YYYY)
Business Sponsor			
Project Manager			

6. Notes

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