Project Charter Worksheet

Title: [Blank]
Project Owner: [Blank]
Project team: [Blank]
Please indicate roles for individuals.

Summary:

Describe the scholarly goal of the project.

Bulleted list of deliverables:

Please list each discrete part of the project that needs to be complete in order for the project to be called complete.

Timeline for completion:

In what order do the parts need to be completed and when will all work be completed?
Budget:

List of expenses, estimated cost, and indication of who is responsible for paying it.

Launch/production plan:

How and when will your project launch and what will be needed to make that happen? Also, who will be responsible for the care and maintenance of the project over the course of its life?

End of life issues:

Please describe what should happen to the project when it is no longer in production which could happen when the project owner(s) move to a different institution or retire.