****

**Project Charter**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT TITLE** |  | | | | |
| **PROJECT LEAD** |  | **START YEAR/TERM** |  | **PROJECTED END YEAR/TERM** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT PURPOSE**  Explain why the project needs to be done. | | | **PROJECT DELIVERABLES**  List the intended project results. If possible, include sub bullets with the steps needed to achieve each deliverable (these will be entered in Microsoft Project as tasks by the IE team). |
|  | | |  |
| **PROJECT SCOPE** | | | |
| In Scope: | | | |
| Out of Scope: | | | |
| Constraints: | | | |
| **ALIGNMENT** | | | **FINANCIAL IMPACT** |
| **Pillars of Success**  Student Success  Equity and Inclusion  Financial Sustainability | **Strategic Plan**  Academic Plan  Annual Work Plan  Equity 2030  Facilities Plan | IT Plan  SEM Plan  Strategic Plan |  |
| **EFFECTIVENESS** How will this project’s effectiveness be measured and evaluated; how often and who will do it? | | | |
| 1. What are the goals for the project? 2. What are the key performance indicators/metrics for this project? 3. How often will the metrics be collected and reviewed? 4. How will results be reported? | | | |
| **PROJECT RESOURCES** | | | |
| Core Team: | | | ADHOC Team: |
| *This section is to be filled out after a project has been implemented.* | | | |
| **RESULTS SUMMARY** | | | |
|  | | | |
| **FUTURE DIRECTION** Is the project institutionalized/college practice, discontinued, or a continuation into other projects (include links to other applicable project charters). | | | |
|  | | | |

Email project charters and status updates to [ir@minnesota.edu](mailto:ir@minnesota.edu). Charters will be posted online at [www.minnesota.edu/about/institutional-effectiveness/project-charters](https://www.minnesota.edu/about/institutional-effectiveness/project-charters) and may be entered in Microsoft Project by the Institutional Effectiveness Department and shared with the project lead(s) to track progress.