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**Project Charter**

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| **PROJECT TITLE** |  | | | | |
| **PROJECT SPONSOR** |  | **START YEAR TERM** |  | **PROJECTED END YEAR TERM** |  |

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| **PROJECT PURPOSE**  Explain why the project needs to be done. Include data. | **PROJECT DELIVERABLES**  What are the products, results or capabilities to perform a service that this project will deliver? |
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| **ROLES**  Explain what roles are going to be affected by the project. Include any role that will be asked to do something different. | **ROLE IMPACT**  For the roles listed, how will their role be impacted? |
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| **DESIRED TIMELINE**  List tentative dates to kick-off the project, when the project will go-live, and when outcomes can be measured. | **COMMUNICATION PLAN**  Describe the communication plan and key communicator to various stakeholder groups to address Awareness, Desire, and Knowledge components of the ADKAR model. |
| * Kick-Off: * Go-Live: * Outcomes: | * Sponsor communications: * Manager communications: * PM/CM communications: |
| **PROJECT SCOPE** | |
| In Scope: | |
| Out of Scope: | |
| Constraints: | |
| **STRATEGIC INITIATIVE/PILLAR OF SUCCESS ALIGNMENT** | **FINANCIAL IMPACT** |
| Student Success  Equity and Inclusion  Financial Sustainability |  |
| **EFFECTIVENESS** How will this project’s effectiveness be measured and evaluated; how often and who will do it? | |
| 1. What are the key performance indicators/metrics for this project? 2. How often will the metrics be collected and reviewed? 3. What are the goals for the project? 4. How will results be reported? | |
| **PROJECT SUSTAINMENT** What is the plan to close out and sustain the project after implementation? Who will be the sustainment sponsor? | |
|  | |
| **PROJECT RESOURCES** | |
| Core Team: | ADHOC Team: |

Email completed 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). The ADKAR model is copyrighted and protected by Prosci, Inc.