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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. 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.