



Project Charter

Project Name:

Agency:

Faculty/Department:

Focus Area:

Project Start/End Dates:

Prepared By

Name	Project/Organization Role	Date

- 1 PROJECT PURPOSE Summary, including overall goal(s), overall approach, deliverables and timelines.**
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2 PROJECT SCOPE

2.1 Goals and Objectives

Goals	Specific Objectives for Each Goal

2.2 Workplan

Tasks	Responsibility	Timeline/Targets

2.3 Project Deliverables

Deliverables/Outcomes	Due Date(s)
1.	•
2.	•
3.	•

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3 Project Team Organization Plans

Project Team Role	Project Team Member(s)	Responsibilities



APPROVALS

Prepared by _____ **Date** _____
Project Leader

Approved by _____ **Date** _____
Agency Sponsor

_____ **Date** _____
Faculty Sponsor(s)

_____ **Date** _____
CHCP Director



APPENDICES: BUDGET, AS REQUIRED

4 PROJECT/PROGRAM BUDGET

Itemize all sources of Revenue and Expenses for this program.

Please note that the Total Revenue MUST equal the Total Expenditures.

Revenue		
ITEM	AMOUNT	INFO.
Total Revenue:		

Expenditures	
ITEM	TOTAL (per expenditure item)
Salaries & Benefits	
Professional/Consulting Fees	
Honoraria	
Rent/Utilities/Phone	
Printing/Copying/Postage/Supplies	
Travel	
Others (<i>Specify expected items & costs</i>):	
Total Expenditures:	