**MIS 3535**

**Project Charter**

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| ***Project Name*** |  | ***Sponsor*** |  |
| ***Start Date*** |  | ***Target Completion Date*** |  |

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| **1. Project Manager(s)** | |  | | Name of the PM(s) | |  | |
| **2.Team Member (s) and Role (s)** | |  | | Name of other Team member(s) and their role Who is on this team? What are the specific roles of each team member? | |  | |
| **3. Project Description** | |  | | What problem is the team addressing? What is the purpose? What is the Business Need/Justification? | |  | |
| **4. Project Scope** | |  | | What will be achieved? List project goals. What are the boundaries (included and excluded)? | |  | |
| **5. Deliverables** | |  | | What will be produced during the project and delivered to the client/stakeholders? | |  | |
| **6. Risks** |  | | What obstacles does the team see, and how can they be resolved? | |  | |
| **7.Assumptions/**  **Dependencies** |  | |  | |  | |
| **8. Budget/Cost Estimate** |  | |  | |  | |
| **9. Schedule**  **Key dates/Milestones** |  | |  | |  | |

**Instructions for the Project Description:** Write several sentences addressing: why you are undertaking this project, the magnitude of the problem, general approach to be taken and expected benefits.

Example: The Shared Services Benefits Group receives on average 30 claim appeals per month. Many of these are resolved by providing information clarifying the process and others should have been handled locally or by directly working with the service provider. This project will improve the process currently in use so that calls/claims are resolved quicker. This will allow members of this organization to focus on more strategic issues and will improve client satisfaction and eliminate re-work.