

## TRLN Project Charter

PROJECT*	
<b>Name</b>	<i>Title of the proposed project</i>
<b>Date Project Proposed</b>	<i>Date the first draft of this charter was completed</i>

GOALS*
<i>Goals should be high-level, succinct, and jargon-free. Consider writing SMART goals (specific, measurable, achievable, relevant, time bound).</i>

BACKGROUND
<i>Describe the context for this project. Why is it necessary? What are the alternatives and their implications?</i>

SCHEDULE*		
<i>What is the final due date for the project? What are known target dates for key deliverables/milestones in the project? If unknown, provide a rough anticipated estimate of how long the project will take to complete.</i>		
<b>Name</b> <i>Discrete task, event, or product</i>	<b>Description</b> <i>Brief description of the task, event, or product</i>	<b>Approximate Date</b> <i>Date deliverable is expected</i>

BUDGET / REQUIRED RESOURCES	
<b>Description</b> <i>Description of the service, purchase, or personnel requirement</i>	<b>Approximate cost and/or number of hours</b> <i>Cost of the resource in terms of money or staff work hours</i>

PROJECT ROLES*		
<i>Describe the roles and responsibilities of everyone necessary to the success of the project. Include both members of the team as well as others who may consult on, approve, or support elements of the project.</i>		
<b>Project Role</b>	<b>Designated person or team (if known)</b>	<b>Responsibilities</b>
Instigator		Individual(s) who requested the project
Sponsor		Individual(s) responsible for making final decisions regarding the project. Has power to remove roadblocks or obstacles
Project Manager		Individual responsible for day-to-day management of the project

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<b>RISKS*</b>	
<i>What are the potential but uncertain events or conditions that could impact the project? How might these risks be addressed?</i>	
<b>Scope</b>	
<b>Resources</b>	
<b>Schedule</b>	
<b>Budget</b>	
<b>Technology</b>	
<b>Other</b>	

<b>DEPENDENCIES</b>
<i>Are there factors or dependencies that could affect your project negatively or positively? Examples: is your project dependent on specific software feature development? Is anyone on the team going on vacation or committed to a separate project at a key moment during your project?</i>

<b>CHANGE MANAGEMENT</b>
<i>What is the process for requesting changes to project scope? What necessitates changing project scope? Who has the ability to authorize these changes?</i>

<b>COLLABORATION AND COMMUNICATION STRATEGY</b>
<i>How do you and other members of the project team plan to communicate with each other? How frequently will you meet in person or otherwise? Where will you share documents? How will you communicate externally and share deliverables?</i>

<b>PROJECT SCOPE AND DELIVERABLES*</b>	
<b>In Scope</b> <i>Processes, assessments, or work included in the project. Functionality, features, or level of quality that the end-product will strive to achieve.</i>	<b>Out of Scope</b> <i>Processes, assessments, or work not included in the project. Functionality, features, or level of quality that the end-product will not strive to achieve.</i>

**MEASUREMENTS**

*What will be measured or tracked throughout the project? How will it be measured? What is the standard for “success” or “failure” in terms of metrics?*

**COMMITMENT**

*What is the ongoing commitment for the result of this project? Who will own that commitment? How much time will it require and with what frequency?*