# Project Charter
Information Technology Services

**FREDONIA**
STATE UNIVERSITY OF NEW YORK

## Project Information

Project Title: _____

Project Manager: _____

Creation Date: _____

Revision Date: _____

Created By: _____

Project Score: _____

Total Estimated ITS Time Commitment: _____

Project Description: _____

Executive Sponsor(s): _____

Sponsor: _____

Business Case: _____

Project Scope: _____

Objectives: _____

Risk & Impact: _____

Stakeholder (s): _____

## Project Timeline

Project Start Date: _____

Notable Milestones and Date Needed by: _____

Projected End Date: _____

Initiating

# Project Charter
Information Technology Services

## Project Members

### Person 1

Name: _____

Project Role: _____

Estimated Time: _____

Initials: _____


### Person 2

Name: _____

Project Role: _____

Estimated Time: _____

Initials: _____


### Person 3

Name: _____

Project Role: _____

Estimated Time: _____

Initials: _____


### Person 4

Name: _____

Project Role: _____

Estimated Time: _____

Initials: _____

# Project Charter
Information Technology Services

## Possible Additional Resources

### Person 1

Name: _____

Project Role: _____

Estimated Time: _____

Initials: _____

### Person 2

Name: _____

Project Role: _____

Estimated Time: _____

Initials: _____

### Person 3

Name: _____

Project Role: _____

Estimated Time: _____

Initials: _____

### Person 4

Name: _____

Project Role: _____

Estimated Time: _____

Initials: _____

Initiating

# Project Charter
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## Approvals

### Person 1

Name: _____

Title: _____

Date: _____

### Person 2

Name: _____

Title: _____

Date: _____

### Person 3

Name: _____

Title: _____

Date: _____

### Person 4

Name: _____

Title: _____

Date: _____

# Project Charter

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Security Review: _____

Date of Security Review: _____

Accessibility Review: _____

Date of Accessibility Review: _____

Operational Requirements: _____

How much will the project cost to implement: _____

Initial Fund Provider and Account Number: _____

How Much Will This Project Cost to Maintain Annually: _____

Annual Cost Estimate and Account Numbers: _____

Ticket Number: _____

Precedent (choose one):　　　Scope　　　Time　　　Budget


Clear Form: _____

# Project Charter
Information Technology Services

## Glossary of Terms

**Annual Cost Estimate:** What is the overall estimated total yearly operational cost of this project?

**Business Case:** Explanation of why the project is important to the mission of the institution.

**Created by:** List all contributors

**Estimated ITS Time Commitment:** Estimated hours of all ITS employees for duration of the project.

**Executive Sponsor:** Name and title of cabinet-level administrator(s) sponsoring project

**How much ($) will this project cost to implement Startup Cost Estimate:** What is the overall estimated total start-up cost of this project?

**How much ($) Will This Project Cost to Maintain Annually:** What is the overall estimated total ongoing annual cost of this project?

**Initial Fund Provider:** Who is responsible for the initial costs?

**Milestones:** Include milestones and target dates. Milestones would include research completed, draft completed, dates for internal approvals, Production and development installs, training, configuration reference materials completed, website updated, communication plan items, etc.

**Objectives:** List the specific, measurable, achievable, results-focused, time-bound objectives of the project

**Ongoing Fund Provider:** Who is responsible for the ongoing costs?

**Operational Requirements:** Identify ongoing operational resources or staff that is required for the long-term success of this new venture.

**Possible Additional Resources:** These are individuals who make be asked to give input on the project or a specific aspect of the project, but do not need to attend the regular project meetings. Their specific role and estimated time need to be described here.

**Precedent:** (Scope, time or budget, which is most important)?

**Project Assumptions:** What are the working assumptions, ground rules, or common values that the group should keep in mind as it does its work? What agreements and commitments are necessary for the work to be completed successfully and on time?

**Project Description:** Brief description of the project (100 words or fewer)

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**Project Members:** These are individuals who make up the project team and need to attend the regular project meetings. Their specific role and estimated time need to be described here.

**Project Scope:** Briefly state the scope of the project, including a clear statement of what is out of scope of the project.

**Project Score:** A ranking score of priority to be determined by CIO and president's cabinet.

**Public Portfolio:** All projects are listed on the Project Portfolio. Some are listed on the PUBLIC portfolio. Public portfolio projects should have a general campus interest, especially to students since they do not have access to the entire portfolio.

**Risk & Impact:** Briefly describe the risks and impact on the institution.

**Security Review:** Please describe the security implications for this project. All projects that involve (data at rest and in motion) Category 2 - Private and Category 3 Restricted data per the Data Risk Classification Policy need to be formally reviewed by the Information Security Officer.

**Sponsor:** Who is the primary client stakeholder and contact for this project?

**Stakeholder(s):** List all people, units, departments and ITS employees with an interest or a concern in the project.

**Ticket Number:** If the project has a corresponding ticket number, please include that here.

**Total Estimated ITS Time Commitment:** Sum the individual amount of ITS staff time.