

# PROJECT CHARTER

Project Name:	Project Lead:	Date:
Partner Org:	Partner Point of Contact:	Target Completion Date:

<b>Project Information</b>
<i>&lt; this space to be used to provide some background information that might be pertinent the project &gt;</i>
<b>Goal Statement / Intended Outcome/Benefit</b>
<i>&lt; This should indicate the intended outcome or benefit that the project sponsor and/or leadership expects from the project. When we are successful, what will be the case? <b>What are key success measures?</b>&gt; .</i>
<b>Scope</b>
<i>&lt; This should be a brief project description indicating the scope of the project and any items that are known to be "out of scope". For Process Improvement projects this will indicate which problem we are trying to solve or which process we want to improve &gt;</i> <b>In:</b> <b>Out:</b>
<b>Initial Assumptions</b>
<i>&lt; Indicate any assumptions that have been made for the project. An example might be the current software system will be unsupported by the vendor by 2016.&gt;</i>
<b>Major Risks</b>
<i>&lt;List any known major risks to the project. What might occur in the future that could threaten the project? &gt;</i>
<b>Supports/Resource Requirements</b>
<i>&lt; Indicate any additional supports, resources, or information the Foundational Team will need in order to successfully complete the project. If Lead Partner staff will be part of the Project Team, include this here. &gt;</i>
<b>Deliverables</b>
<i>&lt; Define precisely what success on this project will look like. Specify any documents/services the Project Team will deliver upon project completion. &gt;.</i>
<b>Timeline</b>
<i>&lt; Indicate when the final product will be delivered&gt;.</i>
<b>Tollgates</b>
<i>&lt; For longer projects, identify points at which you will meet to check in on and course-correct if needed. These could be either at set points in time (at the end of April) or at a particular stage in the project (when a draft of X is ready for review)&gt;.</i> <b>Tollgate 1:</b>
<b>Additional Information</b>
<i>&lt; Include any additional information that will help the Foundational Team successfully complete the project. Examples could include the results of previous attempts at similar projects, or additional context on how the project deliverables will be used &gt;.</i>

<b>Approvals (Project Approval Authority(ies))</b>
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\_\_\_\_\_  
Lead Partner Approval

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Team Facilitator Approval

# End of Project Debrief

Completed by FT Project Team as a group.

## Team Pluses

*<Think about team process: What went well? What would you celebrate?>*

## Team Even Better Ifs...

*<Think about team process: What would you do differently if you had the chance? What could have been more efficient?>*

## Transferable Lessons

*< Are there any aspects of your work that could apply in other contexts. Is there anything you would share with those engaged in similar work? Example: a project that involved supporting a strategic planning retreat might have lessons around key components to an effective retreat that they could share with other groups who want to complete a strategic plan >*

## Next Actions/Directions for Future Support

*< Based on your experience with this project, do you see opportunities for continued support for this partner? Are there specific ways you would build on the work you just completed?>*