**PROJECT CHARTER - LIGHT**

The Project Charter-Light is provided as a convenient alternative to the standard charter for projects that have well defined statements of work (SOW) or other documentation that captures details normally detailed in the standard charter. It provides the “definition of done” that will be used moving forward throughout the project lifecycle. This template may also be used for projects or initiatives that are not subject to governance and tracking within the Portfolio and Project Management Office. If you have any questions about this template or the IT Project Management Lifecycle, please contact the ITS Portfolio and Project Management Office at [pmo@gmu.edu](mailto:pmo@gmu.edu).

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY PROJECT INFORMATION** | | | |
| *This table should be completed by ITS PPMO POC or the Project Manager, as it provides general information about the project.* | | | |
| **PROJECT NAME** |  | | |
| **SPONSOR NAME** |  | **ITS OWNER NAME** |  |
| **SPONSOR ORG** |  | **ITS PROJECT MANAGER** |  |
| **SPONSOR POC** |  | **SPONSOR PROJECT MANAGER** |  |
| **IMPACT GROUP** | <Faculty / Staff / Students> | **IMPACT SCOPE** | <All / High / Medium / Low / None> |
| **AUDIT TASK NUMBER(S)** | <List all audit task number(s) associated with this project or enter ‘N/A’> | | |
| **ITS SERVICE TICKET(S)** | <List all related ITS PPMO, ITS Communications, and ITS ASRB service tickets here or enter ‘N/A’> | | |
| **MASON STRATEGIC PLAN ALIGNMENT** | <List the Mason goals the project will address or enter ‘N/A’> | | |
| **DOCUMENT AUTHOR** |  | **DOCUMENT DATE** | <MM/DD/YYYY> |

| **SOLUTION DESCRIPTION:** |
| --- |
| *Provide a brief description or overview of the project and proposed solution including but not limited to what it is and what it will do.* |
|  |

| **SCOPE** |
| --- |
| *Describe what this project will/will not achieve, answering how it will be known that the project is successful. This may include key goals, features, functions, capabilities, etc. to successfully accomplish the solution above with any notable exceptions.* |
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| **KEY PROJECT DELIVERABLES** |
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| *This is the “definition of done” for the project. Project deliverables should be specific, measurable, and testable. Specific timelines, durations or dates are not required, but note them where possible as appropriate. Be sure to include any externally required deliverables where applicable (e.g., mitigations to findings from* *ASRB and or IT Security Office, ITS Communications artifacts ).* |

| **DELIVERABLE** | **DELIVERABLE DESCRIPTION** | **TIMING** |
| --- | --- | --- |
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|  |  |  |
|  |  |  |
|  |  |  |

| **PROJECT COMPONENTS** |
| --- |
| *Identify which types of work may be needed to complete the project. Place an ‘X’ next to the work areas required in the list below. This assists with planning project resource needs.* |
| |  |  |  |  | | --- | --- | --- | --- | |  | Service Design |  | Network / Firewall Configuration | |  | Process Design |  | Managed Servers | |  | Architecture and Business Analysis |  | Account Provisioning / De-provisioning | |  | Project Management |  | Server Co-location | |  | IT Security / Security Assessment |  | Authentication Services |  |  |  |  |  | | --- | --- | --- | --- | |  | Reporting / Report Development |  | End User Communications | |  | Application Development |  | Website / Marketing (Content) | |  | Data Integration (Imports & Exports) |  | Service Catalog Entries | |  | Cloud Services |  | End User Support | |  | Web Development |  | Other: <specify here> | |

| **OTHER COMPONENT REQUIREMENTS** |
| --- |
| *Provide a description of other resources needed to help complete the project work (e.g. stakeholders or functional users outside ITS.* |
|  |

| **DEPENDENCIES** |
| --- |
| *List any projects/activities that impact this project. (Note: rationale for timelines, durations, and dates may be included) Be sure to specify related project(s)/effort(s) or required predecessor/successor activities.]* |

| **PROJECT/ACTIVITY** | **DESCRIPTION/RATIONALE** |
| --- | --- |
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|  |  |
|  |  |

| **PROJECT ASSUMPTIONS** |
| --- |
| *Project assumptions are circumstances and events that are expected to occur during the project lifecycle for successful implementation and completion. This section specifies high-level factors that are, for planning purposes, considered to be true, but without any proof or demonstration. During the planning process, these assumptions will be validated. Any inaccurate, inconsistent, or incomplete project assumptions give rise to project risks, which may adversely affect project scope, timeline, and cost.* |

| **NUMBER** | **ASSUMPTION** |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |

| **PROJECT RISKS** |
| --- |
| *Project Risks are uncertain events or conditions that, if they occur, have a positive or negative effect on one or more project objectives (such as scope, schedule, cost, and quality). This section outlines the high-level risks identified based upon discussions with the sponsor, key stakeholders, and project team members.* |

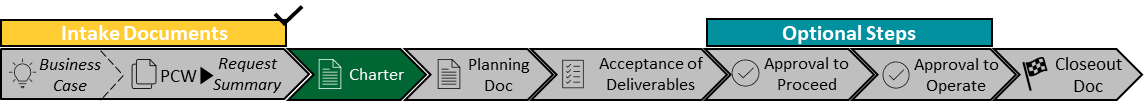
| **#** | **RISK** | **RISK DESCRIPTION / MITIGATION** |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |

| **APPROVALS** |
| --- |
| *By all stakeholders agreeing to the scope, resource types, and deliverables required to successfully complete this project, the individuals listed approve the formal initiation of this project and grant authority to commit resources and direct/lead the project activities through planning, execution of delivery, monitoring and control, transition to operations, and project closure.* |

| **ROLE** | **NAME / TITLE** | **SIGNATURE** | **DATE** |
| --- | --- | --- | --- |
| **Sponsor:** |  |  | <MM/DD/YYYY> |
| **Sponsor POC:** |  |  | <MM/DD/YYYY> |
| **ITS Reviewer:** |  |  | <MM/DD/YYYY> |
| <Additional> |  |  | <MM/DD/YYYY> |

| **NOTES** |
| --- |
| *Capture any additional notes related to this document during the approval/review meetings that may not be reflected in the above sections.* |
|  |

Once all information has been collected, approval obtained, signatures have been acquired, and the kickoff meeting has occurred, submit this Project Charter document to the PMO. Email approvals are accepted in place of a signature but must be appended to the end of this document.



*Next: Planning Document*