

Using a Project Charter

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Getting project management fundamentals right can enhance continuous improvement efforts. Developing a project charter is a good first step. It serves as a tool to ensure mutual understanding between the project sponsor and the project team. It defines, from the beginning, the project scope, resources, timeline and deliverables. It can also help university leadership prioritize projects, based on expected return on investment. As the project unfolds, the charter can help prevent mission creep and keep the team on schedule.

As Ohio University projects are developed, a project charter is required, using the following template.

Project Charter Name

Need / Current State:

This is a problem statement that identifies the factors driving the need for the project.

Proposal:

A short description of the proposed corrective action.

Objective:

What is the desired end state?

Project Deliverables:

What is the team accountable for in terms of results?

Timeline:

Date	Activity Description for Major Milestones
	Complete project charter
	Complete work breakdown structure session
	Project budget (example)
	Establish linkage with stakeholders (example)
	Prepare communication plan (example)
	Deliverables

Financial Impact:

What is the budget? What is the amount and timing of the return on investment?

Risks/Constraints:

What if this project fails? Are there major obstacles? Critical success factors?

Governance:

Oversight Team – A small team of senior staff who serve to help keep the project team on track and work to remove barriers to the project's success.

Project Team - A cross-functional team that is actively engaged in completing and coordinating project tasks.

Project Authorization

Name

date

Name

date