PROJECT CHARTER

1. General Project Information	
Project Name:	
Executive Sponsors:	
Department Sponsor:	
Impact of project:	

2. Project Team				
	Name	**Department**	**Telephone**	**E-mail**
Project Manager:				
Team Members:				

3. Stakeholders *(e.g., those with a significant interest in or who will be significantly affected by this project)*

4. Project Scope Statement

Project Purpose / Business Justification *Describe the business need this project addresses*

Objectives (in business terms) *Describe the measurable outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy*

Deliverables *List the high-level "products" to be created (e.g., improved xxxx process, employee manual on yyyy)*

For assistance in using this template, contact NYU's Office of Learning and Organizational Development at 212-998-1250.