LEAF Project Charter Template

Project Name

**Last updated**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Sponsors and Project Leads

|  |  |  |
| --- | --- | --- |
| **Position**  | **Name/Title**  | **Contact Information** |
| Project Lead(s)  |  |  |
| Core Project Team Members |  |  |

# Project Purpose / Rationale

*Consider these guiding questions: Why are you undertaking this project? What is it that you want to accomplish and why? What is the problem you are trying to solve?*

Type here…

# Project Scope

*Consider these guiding questions: What does success in this project look like? What is the minimum viable product that will meet project outcomes? What are the tangible products, services or results you aim to achieve with this project? What tasks are required for you to reach those goals?*

Scope of this project includes:

Minimum viable product is:

Outside of scope:

## Deliverables

# Timeline

*When do you anticipate starting and ending your project? What are the main phases and milestones?*

|  |  |
| --- | --- |
| **Date** | **Milestone** |
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# Key Stakeholders

*Consider who will be impacted by your project. This could include project team members, colleagues, community partners, administrators, students, etc.*

|  |  |  |
| --- | --- | --- |
| **Name / Position** | **Role / Interest in Project**  | **When to Communicate with Them** |
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# Project Communications Plan

*Consider these guiding questions: Where will project documentation be stored? How will team members communicate? When and where will team meetings be held? What are the expectations for team meetings? How and when do you need to keep your sponsor and other stakeholders informed?*

Type here…

# Project Closing

*Consider these guiding questions: What is the sustainability plan for this project once LEAF funding is over? How will I share the outcomes and/or findings from my project with the U of T community?*

Type here…