CSUB ITS Project Charter Lifecycle Process

Is the ITC Are the **Project Sponsor** -No Yes -Yes No Signoff Project Charter and send it to PMO & **Project Team** Identify business needs for a project ★ MPP / SME (s) Create / Update **Project Charter Recruit team** with all necessary members and Is the team details / update charter suggestions No Yes Management Project Office Archive charter & start tracking -No modifications project progress Initial team meeting for charter review Estimate Yes **Update Project** Validate Validate Effort. Charter Deliverables Scope **Duration &** End date

The project charter allows the inception of projects within CSUB ITS. It identifies all **Stakeholders**, such as the **Sponsor**, who is responsible for providing the direction of successful completion, **Project** manager and **team** members, who are willing to complete the project for the organizational benefit, and **Functional manager(s)**, who are willing to assist in resolving identified project issues and constraints.

The project charter (as Microsoft Word) document is shared as an attachment in email communications to allow the recipients to propose changes to the document. The changes are reviewed by all **stakeholders** and finalized by **Sponsor**. The email approval, with attached finalized charter (Word) document, from **Sponsor** to **PMO & Project team** is considered project sign-off. After that, the project work can start.

Initial Version: Oct 24, 2016

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Revised Version: Mar 13, 2017