|  |  |  |  |
| --- | --- | --- | --- |
| Project # | Project Description | Date Submitted | Project Class |
| Enter project charter # | Enter brief description (copy from project charter) |  | Choose one:  Class 1 (Minor)  Class 2 (Minor+)  Class 3 (Major)  Class 4 (Major+) |

## Step 1. Project Deliverables

Please list *all project deliverables* listed in the Project Charter and, if necessary, elaborate on them. *Do not list dates*. Add more rows as necessary.

|  |  |
| --- | --- |
| Deliverable ID# | Description |
| 1 | Enter description for the deliverable. |
| 2 |  |
| 3 |  |

## Step 2. List of Project Tasks

Please list ***all project tasks*** to be completed, based on the “Deliverables” specified in the Project Charter. *Do not list dates*. Add more rows as necessary. Optional: you may substitute a work breakdown structure (WBS) or mind-map in lieu of Step 2. Please attach WBS or mind-map to document.

|  |  |
| --- | --- |
| **Substitution**: Work Breakdown Structure (WBS) attached | **NO / YES** |

|  |  |  |
| --- | --- | --- |
| Task ID# | Task to be completed | For Deliverable #... Enter ID# |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

## Step 3. Out of Scope

|  |  |
| --- | --- |
| This project **will NOT accomplish or include** the following: | Please list deliverables or tasks that *will not be completed or provided* as outputs of this project. |

## Step 4. Project Assumptions

Please list any project factors that will be considered to be true, real, or certain. Assumptions generally involve a certain degree of risk.

|  |  |
| --- | --- |
| # | Assumption |
| 1 |  |
| 2 |  |
| 3 |  |

## Step 5. Project Constraints

|  |  |
| --- | --- |
| Project Start Date | Enter start date |
| Launch/Go-Live Date | Enter launch/go live date |
| Project End Date | Enter when project will be completed/end |
| List any hard deadline(s) | Enter dates and descriptions, or “None” if all deadlines are flexible |
| List other dates/descriptions of key milestones | Enter dates and descriptions as necessary |
| Budget constraints Enter information about project budget limitations | Total (maximum) project budget  Maximum budget for key project deliverables  Enter N/A if not applicable. |
| Quality or performance constraints Enter any other requirements for the functionality, performance, or quality of the project | Examples: software must load in 10 seconds or less; system must provide 99.9% uptime  Enter N/A if not applicable |
| Equipment/personnel Constraints Enter any constraints regarding equipment or people that will impact the project | Examples: hardware/equipment won’t be available until DATE; EMPLOYEE is the only employee available to complete this work; campus is closed during  Enter N/A if not applicable. |
| Regulatory constraints  Enter any legal, policy or other regulatory constraints | Examples: software must comply with HIPAA, web site must comply with CSU accessibility policy, database must comply with campus Information Security policy  Enter N/A if not applicable. |

## Step 6. Updated Estimates

|  |  |  |  |
| --- | --- | --- | --- |
| Estimate T&C hours required to complete project | Enter total # of T&C hours | If charge-back project, list total estimated T&C cost | Enter N/A if not applicable. |

## Step7. Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| Required For Project Class… | Role of Approver | Submitted for Approval on: | Approval Received on: |
| All classes | 1. Client + Client Supervisor |  |  |
| All classes | 2. T&C Supervising Manager |  |  |
| Class 3 + 4 only | 4. VP for Technology & Communication |  |  |
| Class 3 + 4 only | 5. Project Review Board |  |  |
| Class 3 + 4 only | 6. Other Campus Governance |  |  |

Attach any additional documentation.

Office Use Only: