**2020-21 COLLABORATORY PROJECT CHARTER**

*The Project Charter defines the project team objectives, implementation plan, and stakeholders. It allows any reader to quickly grasp the where, what, why, who and when of the project. Project Charters, if written properly, can become proposals for funding or attract volunteer consultants.*

**PROJECT NAME AND PARTNER**

1. Name of the project:

*(Insert name of project here. Include full name and abbreviation as appropriate.)*

1. Project partner and where the project is focused in the world:

*(Insert information here.)*

1. Partner contact information:

a. *(Name)*

b. *(Email Address)*

c. (*Phone Number)*

**EXECUTIVE SUMMARY**

*Write a one-paragraph summary that describes:*

* *The problem (globally and/or within the target community)*
* *Project partnerships (client/partner, stakeholders, community served)*
* *How this project seeks to address the problem*

*Enter Text Here*

**WEBSITE SUMMARY**

*Write a 1-2 sentence description of the project for the Collaboratory website. The description is an abbreviated version of the executive summary. Continuing projects already have this description on the Collaboratory Website under Projects, but you need to update it.*

*Enter Text Here*

**PROJECT TEAM**

* For professional members, list (1) name, (2) title/organization along with “serving as” (3) role on project (project manager, project consultant), and (4) current email address.
* For student members, list (1) name, (2) major/concentration, (3) expected graduation date (4) role on project (student project manager, volunteer, IPC member)
* Keep listing of “past members” in format of name, dates (approximate years of service), current email address.
* Add additional rows as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| Professional Member Name: | Company/Title: | Role on Project: | Current Email Address: |
| *Bill Gates* | *Microsoft/CEO* | *Project Manager* | [*bgates@microsoft.com*](mailto:bgates@microsoft.com) |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name: | Major/Concentration: | Expected Month/Year of Graduation: | Role on Project: |
| *John Doe* | *Engineering/Mechanical* | *May 2019* | *Student Project Manager* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Former Student Name: | Years of Service: | Current Email Address: |
| *Jane Doe* | *2014-2016* | *jdoe@google.com* |
|  |  |  |

**PROPOSAL**

**Vision**

*Create a 1 sentence specific “we believe” statement to connect values to action and state why this proposal is important. If this project is successful, what is the impact on the community?*

*Enter Text Here*

**Project Objectives**

**Team Investment (Spiritual and Relational)**

*The team's commitment to regularly grow in their spiritual life - commitment to weekly Discipleship Community, team devotional/prayer times, etc. as well as ways to develop strong relationships within the team, such as social times not related to project work.*

*Enter Text Here*

**Partner Investment (Spiritual and Relational)**

*How does the team spiritually invest in their partner? How does the team connect with and learn about the partner and/or target community?*

*Enter Text Here*

**Physical Deliverable**

*The end goal or deliverable of the project. Specific partner requirements or constraints should be mentioned here as well. (List key dates in timeline section of the charter—not here.)*

*Enter Text Here*

**Timeline**

Create a basic timeline with key milestones, potential site teams, and how often the project would need to interact with the partner. Also include an estimated completion date for the scope of this project.

* Project Milestones for the 2020-21 Academic Year
* Other Significant Milestones (i.e. site team trips, partner deadlines)
* Project Delivery Date for Physical Deliverable
* Estimated Project Closure Date
* Other

*Enter Text Here*

**Financial Overview**

**Collaboratory Responsibilities:**

The following assets come with a partnership with the Collaboratory at no cost to the partner:

*(Add to/modify the list below as appropriate for this project.)*

* Faculty and consultant technical expertise
* Access, training, and technical supervision on basic equipment (Machine shop, electronics, 3D printer, prototyping)
* Site team planning and logistics
* Financial monitoring support
* Project management support

**Partner Responsibilities:**

The following items are expected to be provided by partner:

*(Add to/modify the list below as appropriate for this project.)*

* Capital costs of $ *(amount)* for *(description)*
* Of the total required capital costs, what amount does the partner feel confident they can raise? *Enter amount here*

**2020-21 Budget Information** (Do NOT include site team expenses)

Estimated Expenses:

*Provide estimates for all costs including any prototyping, construction, conferences, specialized equipment, training, etc. for the team to complete their work this year.*

*Enter Text Here*

Current Project Funds:

*Specify available funds. Do NOT include funds anticipated from Collab in fall 2019.*

*If expenses above exceed funds available, outline plan for funding*

*Enter Text Here*

**Contingency Plans For Remote Work**

*What is your plan and/or adjustments if project work needs to go remote at some time in the semester?*

*Enter Text Here*