



Barton Community College Strategic Plan Project Charter

Purpose: Project Charters are a tool that assists teams with defining the scope of a project, identify key stakeholders, create timelines, and establish goals or outcomes.

Overview:

Project Title:

Project Description or Scope of Work:

Starting Date:

Milestone Dates:

Strategic Planning Initiative Addressed (i.e. 1.3, 2.5, etc.):

Project Pre-Assessment

Relevant history that might assist or impact this project:

What currently exists (processes, documents, evidence, etc.):

How are we currently using what is already developed:

Is what we are currently doing working, and if so, how:

Project Development: RACI (Responsible, Accountable, Consulted, Informed)

Who is responsible for doing the work:

Who is accountable to completion of the project:

Who are the key stakeholders that need to be included:

What is the problem that needs to be addressed:

Why is this project important for the institution:

Impact:

What resources are available to support this work:

What data or relevant information is needed:

What internal processes needed to be reviewed, modified, or enhanced:

What challenges might be encountered through this project:

How does this process become integrated into the college:



Outcomes:

What are the goals of this project (this might take additional time to develop):

How will these goals be measured:

What is the timeline for reporting on the progress of the project:

Anticipated completion date (if applicable):

Additional Relevant Information: