



Project Services

Okanagan Campus
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PROJECT CHARTER

PROJECT #

Provided by Project Services

Please refer to [Project Roles & Responsibilities](#) for a list of key contact's responsibilities.

This form needs to be completed for a project to proceed.

SECTION A - Contact Information

Date:	
Project Name:	
Project Location (Building & Room):	
Space Request Number:	No Yes #

PROJECT SPONSOR

	Key Contact	Alternate Contact
Name:		
Position Title:		
Faculty/Department:		
Telephone (Office & Cell):		
Email:		

FUNDING SIGNING AUTHORITY

	Primary	Secondary
Name:		
Position Title:		
Faculty/Department:		
Telephone (Office & Cell):		
Email:		

Project Speed Chart and PG:	
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PROJECT LEAD *(Section completed by UBC Okanagan Project Services)*

Name:	
Position Title:	
Faculty/Department:	
Telephone: Office & Cell	
Email:	



SECTION B – Project Requirements

Client Nominated – Scope of Work:

What do you need this project to accomplish for you?

Assumptions and Constraints:

Assumptions are factors that are true, add risk to the project if they turn out to be false; can impact project life cycle. Constraints limit the solution based on current organizational state, usually focus on available time, money and resources for a project.

Risks:

Exposures to UBC that arise from taking on a particular task. This can be internal or external events arising from any circumstance to hamper the project's success.



Client Nominated - Budget:

Do you already have a budget value in mind? Do you already have funding in place?

Client Nominated – Project Completion:

Desired dated. Required date. Please refer to [Project Timelines Estimates](#).

Schedule Constraints:

Black-out construction periods: i.e. schedule exam periods, events, conferences, classes, etc.

SECTION C – Project Signatures

1. I agree that the above items have been discussed and agreed to.
2. I understand that the initial estimate cannot be issued until this document has been signed.
3. I understand my roles and responsibilities during this project. (See [Project Roles & Responsibilities](#))
4. I understand that this document cannot be modified once signed. Any scope changes shall be documented as attachments to the original charter using a Project Charter Amendment Form.

	Name	Signature and Date
Project Services, Project Manager		
Project Services, Project Lead		
Project Sponsor Position Title:		
Project Funding Signing Authority Position Title:		

Please save and print the form.

Obtain signatures and forward completed form via email to projectservices.ok@ubc.ca.