**Project Charter:** [Name of review]

**Sponsor**: [Sponsor’s name]

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| **Project Outline** | **Project Objectives** | **Project Outcomes** |
| Give a brief definition of the project. What problem will be addressed?How does this project link to the Professional Services Together Principles? <https://staff.admin.ox.ac.uk/pst-principles#tab-3595216> | Describe the objectives the project will achieve to meet the opportunity described.* Objective 1
* Objective 2
* Objective 3
* Objective 4

  | Describe **how** the organisation, department, division, or team will change as a result of this review and what impact this will have. (NB. not the project outputs or deliverables)* Outcome 1
* Outcome 2
* Outcome 3
 |
| **High-Level Deliverables and Outputs** | **In Scope** | **Out of Scope** |
| What will the project do or produce that will help deliver the outcomes?* Deliverable 1 – describe
* Deliverable 2 – describe
* Deliverable 3 – describe
 | Consider functions, teams, processes and deliverables. | Consider functions, teams, processes and deliverables. |
| **Benefits**  | **Measurement** |
| What are the expected benefits of the review?* Benefit 1
* Benefit 2
* Benefit 3
* Benefit 4
* Benefit 5
 | How will the expected benefits be measured?* Benefit 1 measured in terms of
* Benefit 2 measured in terms of
* Benefit 3 measured in terms of
* Benefit 4 measured in terms of
* Benefit 5 measured in terms of
 |
| **High-Level Plan** | **Key Stakeholders** | **Resource** |
| ENGAGE (MM/YY - MM/YY)DIAGNOSE (MM/YY - MM/YY)DESIGN & TEST (MM/YY - MM/YY)IMPLEMENT (MM/YY - MM/YY)SUSTAIN (MM/YY onwards) | Include key stakeholders and oversight groupName, Role, DeptName, Role, DeptName, Role, DeptName, Role, DeptName, Role, DeptExternal (if applicable) | Project TeamName – Project ManagerName – Review SponsorName – Subject Matter ExpertName – roleName – role  |
| **What could affect the success of the review?**  |
| Be clear on what is needed to ensure the review will run as intended.Identify key risks:*
*
*
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| **Agreed by** | **Agreed by** | **Agreed by** |
| [NAME]Project SponsorDate | [NAME]Oversight GroupDate | [NAME]Any other agreement requiredDate |

[The Charter should be no more than 2 sides of A4]