**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 group  Name, Role, Dept  Name, Role, Dept  Name, Role, Dept  Name, Role, Dept  Name, Role, Dept  External (if applicable) | | Project Team  Name – Project Manager  Name – Review Sponsor  Name – Subject Matter Expert  Name – role  Name – 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: | | | | |
| **Agreed by** | **Agreed by** | | **Agreed by** | |
| [NAME]  Project Sponsor  Date | [NAME]  Oversight Group  Date | | [NAME]  Any other agreement required  Date | |

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