# Project Charter Canvas

## *Use this template to track the various big-picture aspects of your open textbook project. This will help you manage information and keep you on-task.*

## Project Name:

Version #. Month, Day, Year

|  |  |
| --- | --- |
| Partners | Include names for project champion, sponsor, and BCcampus manager. Also include governance groups if applicable (e.g., Steeing Committee, Reference Group, Working Group). |
| Scope | Include a statement(s) that clearly defines the scope of the project. |
| Budget | Include a high-level budget with 4-5 key costs and the amount of money allocated to these costs.   * Overall budget * Subject-matter experts (SMEs) * Logistics * Total |
| Risks and Planning | Include high-level risk statements and a mitigation or contingency plan to prepare for/respond to the risk should it arise. You can include constraints here as well. |
| Goals | Include the high-level goals that this project is aiming to support. These may come from existing documents, such as the grant proposal or the contract. |
| Deliverables | Include each deliverable with a short description. Consider “open” when constructing these statements. |
| Audience | Describe the audience for the project. This can include groups such as post-secondary institutions, communities, government, and entire sectors that are may be contributing to and benefiting from the project deliverables. |
| Milestones | Include milestones that support your path to meet the deliverables. |

# Work Plan

## Project Preparations

Dates (weekly)

* Task list

## Project Development

Dates (weekly)

* Task list

## Project Completion

Dates (weekly)

* Task list

# Project Charter Approvals

## BCcampus

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BCcampus Representative’s Name, Title, Department

## Project Sponsor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor’s Name, Title, Department