

# [PROJECT/INITIATIVE NAME]

## PROJECT CHARTER, V. 1

THE OPPORTUNITY		PROJECT BENEFITS									
<p>1-3 sentences clearly stating <u>What</u> needs improvement &amp; include any supporting data available.</p> <p>Do we know <u>how much</u> improvement is needed? Define what could be better.</p>		<p>If we achieve the opportunity statement, then how will the City of Saint Paul benefit? Articulate the benefits of successfully completing this project (e.g. ID financial &amp; non-financial benefits to the city).</p>									
GOAL STATEMENT(S)		PROJECT SCOPE									
<p>“<u>What specifically will change</u>” from “<u>current performance</u>” to “<u>future performance</u>” by <u>what date</u> (X/X/X).</p> <p>This section is listing of goals to achieve that in aggregate, if achieved, would result in successfully addressing the opportunity statement (e.g. improve what needed to be improved)</p>		<p>Starting Point or activity step: Stopping Point or activity step:</p> <p>In Scope</p> <ul style="list-style-type: none"> <li>•Insert here (e.g. Location 1)</li> <li>•Insert here (e.g. Location B)</li> </ul> <p>Out of Scope</p> <ul style="list-style-type: none"> <li>•Insert here (e.g. Area A)</li> <li>•Insert here (e.g. Location 2)</li> </ul>									
PROJECT PLAN		TEAM SELECTION									
<table border="1"> <thead> <tr> <th>Milestone</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		Milestone	Due Date			<table border="1"> <thead> <tr> <th>Name</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		Name	Role		
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## SAINT PAUL INNOVATION TEAM

### PROJECT CHARTER TEMPLATE

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1. Limited to 1 page only – focuses on documentation of the essence of key elements to set project up for success at the beginning
2. Gaps in any of these 6 areas illustrate the need to clarify and verify those gaps sooner than later so team can be set up for success.
3. Made in PowerPoint so that it can be used by Project Team Leader in presentations.
4. Living document – can be updated/edited as needed to maintain common understandings & expectations of the project effort.

# SAINT PAUL INNOVATION TEAM

## PROJECT ROLES AND RESPONSIBILITIES

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### EXECUTIVE CHAMPION

- Provides high-level direction, priority-setting, approvals
- Removes barriers to success
- Commits sufficient resources

### PROJECT SPONSOR

- Communicate with Executive Champion
- Ensure project progress toward goals

### PROJECT TEAM LEADER

- Day-to-day manager of project
- Lead toward improved results

### PROJECT TEAM MEMBERS

- Responsible for tasks and executing project deliverables
- Develop a charter
- Develop and implement a work plan
- Explore innovative solutions
- Deliver improved results

### STEERING COMMITTEE

- Provide direction and decision-making
- Ensure cross-departmental collaboration
- Members: Executive Champion, Project Sponsor(s), OTC, OFS, Innovation Consultant

### INNOVATION CONSULTANT

- Provide framework, tools, and coaching to facilitate toward project success
- Support Project Support(s) and Executive Champion

### SUBJECT MATTER EXPERT

- Provides information or input based on relevant specialized skill or field knowledge
- Could be City staff or external colleagues, experts, or stakeholders
- Temporary team member that participates in project on an as-needed basis