BERKELEY CATALYSTS
Project Charter

CATALYST LEADER/SPONSOR: Who champions the project?
CATALYST/PROJECT MANAGER: Who leads the project?
UNIT: Which unit do you represent in the Catalyst program?
VERSION: What is the version number/date of this document?
PRINCIPLE: Which Operating Principle will be the focus of your project?

SCOPE STATEMENT
What must the project do? By when? What the specific parameters of what you will accomplish?
- Make this statement short (25 words or less)
- Make it SMART (Specific, Measurable, Achievable, Relevant, and Time-based)
- Make it energizing (start with a verb!)

STRATEGIC FIT/PROJECT BACKGROUND
What is the primary motivation for this project? What problem will be solved by the project? Or what opportunity will be created? How does this project align with the strategic priorities of your unit? Include a high-level description of the current situation, the desired situation, and the gaps that exist. Use your data to substantiate why you are selecting this project.
SUCCESSFUL COMPLETION CRITERIA
What does success look like? Make these criteria measurable so there is no doubt as to the project’s success. How will the change your project creates be sustained year after year? Create a short, numbered list.

1.
2.
3.
4.
5.

KEY STAKEHOLDERS
Who needs to be involved with your project? Upon who does the existence of your project depend? Who will your project serve? Who will benefit from the work of your project? Who can choose to use or not use the results of your project?

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BUDGET & RESOURCES
What resources will be made available for this project? Money? Equipment? Which staff can help?

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<th>Money</th>
<th>Equipment</th>
<th>Staff who can help</th>
<th>Other</th>
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APPROVAL

Leader/Sponsor

Catalyst/Project Manager