

SFSU Project Charter



**SAN FRANCISCO
STATE UNIVERSITY**

1. Project Information

Approval Level:	< \$100K		> \$100K		> \$1,103K
CSU Type:	Capital Improvements	Non- Reoccurring Maint./Repairs	Lease	Equipment	Fiscal Year
Phase:	Planning	Design	Working Drawings	Construction	Group II Equipment
Category:	Existing Facility/ Infrastructure(I)		Growth Facility (II)	IT	
	<u>Critical Deficiencies (IA)</u>			Network	
	Infrastructure (I/I)			Telecom	
	Energy Retrofit(E/R)			Systems	
	Fire/ Life Safety(F/LS)			Security	
	ADA			Enterprise Applications	
	<u>Modernization/Renovation(IB)</u>			Web	

Date Requested: _____ **Project ID Number:** _____

Project Title: _____

Department Requestor: _____ **Phone Number:** _____

Department Name: _____ **Email Address:** _____

Original Scope

Scope Amendment

2. Project Scope or Amendment to Original Scope

It is the responsibility of the project requestor to provide funding for all user originated scope amendments.

3. Project Estimate (unspent contingency (\$) will be reimbursed back to the department):

Estimated Project Cost

Fees and Contingency

Budgeted Total Project Cost

Approved Funding

Revised Total Project Cost

Requested Amount

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4. Project Schedule (detailed schedule & organization see attached):

Tentative Start Date:

Project End Date:

5. Project Requestor Scope and Fund Request:

Funding Sources: (It is required for project requester and budget office)

Funding From:

Funding To 6270:

6. Project Charter Reviewed and Submitted By:

Project Manager

Print Name

Signature

Date

7. Financial Review: Fiscal & Budget

Print Name

Signature

Date

Print Name

Signature

Date

Print Name

Signature

Date

8. Charter Approval

Approving Official (Dean or MPP)

Print Name

Signature

Date

Approving Official (AVP CPDC/ITS)

Print Name

Signature

Date

Approving Official (> \$100K VP of A&F)

Print Name

Signature

Date

President (> \$1,103K)

Print Name

Signature

Date