

# SFSU Project Charter



1. Project Information					
<b>Approval Level:</b>	< \$100K		> \$100K		> \$929K
<b>CSU Type:</b>	Capital Improvements	Non- Reoccurring Maint./Repairs	Lease	Equipment	Fiscal Year
<b>Phase:</b>	Planning	Design	Working Drawings	Construction	Group II Equipment
<b>Category:</b>	<b>Existing Facility/ Infrastructure(I)</b>		<b>Growth Facility (II)</b>	<b>IT</b>	
	<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	
<b>Date Requested:</b>	<b>Project ID Number:</b>				
<b>Project Title:</b>					
<b>Department Requestor:</b>	<b>Phone Number:</b>				
<b>Department Name:</b>	<b>Email Address:</b>				
	<b>Original Scope</b>			<b>Scope Amendment</b>	
2. Project Scope or Amendment to Original Scope					
<i>It is the responsibility of the project requestor to provide funding for all user originated scope amendments.</i>					
3. Project Estimate (unspent contingency (\$) will be reimbursed back to the department):					
Estimated Project Cost					
Fees and Contingency					
<b>Budgeted Total Project Cost</b>					
Approved Funding					
<b>Revised Total Project Cost</b>					
Requested Amount					

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SAN FRANCISCO  
STATE UNIVERSITY

## 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:

AVP CPDC/ITS/FS

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 (> \$929K)

Print Name

Signature

Date