

SFSU Project Charter



1. Project Information					
Approval Level:	< \$100K		> \$100K		> \$752K
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					
<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					
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:

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 (VP of UE / AVP of ITS)

Print Name

Signature

Date

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

Print Name

Signature

Date

President (> \$752K)

Print Name

Signature

Date