Project Mini-Charter

Project Title:	

Service Request Number:		**Priority Tracking Code:**		**Project ID:**	

Project Scope of Work:	

Project Deliverables:	
1.	
2.	
3.	

What is not included in Project:	
1.	
2.	
3.	

Specific Action Steps	
1.	
2.	
3.	

Resources Required:	
a) People	
b) Time	
c) Money	

Success Measures:	
a)	
b)	
c)	

Accountability/ Evaluation/ Satisfaction Criteria:	
a)	
b)	
c)	

Timeline (School Year):												
	Calendar Days											
Task/ Responsibility:	**8**	**9**	**10**	**11**	**12**	**1**	**2**	**3**	**4**	**5**	**6**	**7**

Timeline (School Year):												
	Calendar Weeks											
Task/ Responsibility:	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**

Timeline (School Year):												
	Calendar Days											
Task/ Responsibility:	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**