

# Project Charter Resources

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## About Project Charters

Project Charters, as defined by Wikipedia:

In [project management](#), a **project charter**, **project definition**, or **project statement** is a statement of the scope, objectives, and participants in a project. It provides a preliminary delineation of roles and responsibilities, outlines the project objectives, identifies the main stakeholders, and defines the authority of the project manager.

([https://en.wikipedia.org/wiki/Project\\_charter](https://en.wikipedia.org/wiki/Project_charter))

The project charter elements below are based on many existing Digital Humanities and IT project charters, and other models may be more useful depending on the purposes of the project charter.<sup>1</sup> Project charters are especially useful for determining the project scope, primary goals, participants, activities during the project, and activities stemming from and after the project.

For instance, project charters often include how projects should be cited as well as how works resulting from the projects should be credited and cited. In this way, project charters support and relate to work on citation and authorship recognition practices with the work of *Fair Cite* (<http://faircite.wordpress.com/>), the *Collaborator's Bill of Rights* (<http://mediacommons.futureofthebook.org/mcpress/offthetracks/> and <http://mith.umd.edu/offthetracks/recommendations/>), and more with recommendations from the final report to discuss credit practices at the beginning of a project, which is done with the creation of a project charter, to create thorough credits pages for online projects, which is done in creating documentation for the project and dissemination plans as outlined in the project charter, and to include co-authors on conference papers and articles, which is an area that should be discussed in creating a project charter.

## Project Charter Elements

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### *Project Name*

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<sup>1</sup> For more Project Charter examples and background, see: <http://praxis.scholarslab.org/charter.html> ; <http://praxis.scholarslab.org/topics/toward-a-project-charter/> ; <http://journals.uvic.ca/index.php/INKE/article/view/546/245> ; <http://webstyleguide.com/wsg3/1-process/8-project-charter.html> ; [https://digital.library.emory.edu/sites/digital.library.emory.edu/files/ProjectCharter\\_Libraries-v2%5B1%5D.pdf](https://digital.library.emory.edu/sites/digital.library.emory.edu/files/ProjectCharter_Libraries-v2%5B1%5D.pdf); [http://www.academia.edu/360360/The\\_Iterative\\_Design\\_of\\_a\\_Project\\_Charter\\_for\\_Interdisciplinary\\_Research](http://www.academia.edu/360360/The_Iterative_Design_of_a_Project_Charter_for_Interdisciplinary_Research)

Name

### *Project Objective*

Explain

### *Audience*

Explain

## **Team Member Roles and Responsibilities**

### *Project Manager*

Name

### *Scholarly Contributor*

Name

### *Other Roles*

Name

## **Timing and Constraints**

## **Financial Arrangements**

Explain

## **Accreditation and Project Administration**

Credit, documentation, and ongoing stewardship (programmatic support) for project work.

## **Deliverables & Dissemination**

- Contains a sound timeline with achievement milestones, and procedures for reporting on progress and dealing with failure to meet milestones.
- Has a clearly-defined end point, at which it can be designated "finished"
- Documents definite plans for the long-term housing and maintenance of the project materials (by someone specific, using specific resources) after the project is finished.
- Documents that the project can be realistically expected to reach its end within the timeline.
- May include crediting and citation (see Emory's DISC's project charter for citation and project members being allowed to elect not to be included in a citation, but that they may not veto publication)

## Milestones & Deadlines

Explain and include reporting, final report and post-project assessment.

## Future Phases

Explain

## Professionalism & Goodwill

Example:<sup>2</sup>

We will strive to maintain a tone of mutual respect and support whenever we write or meet. If lapses occur, we will strive to be sincere in the work to correct, prevent, and forgive. We will attempt to strike a balance to keep communications transparent, to have all relevant people involved and informed within the UF Libraries, and to refrain from overwhelming or confusing those who are not involved by involving them when not appropriate.

We will strive to be a group working, together and with collegiality, towards different parts of a larger, coherent, and important whole that aligns with, supports, and forwards the mission of the University of Florida in support of UF, the State of Florida, the nation, and the world. We will strive to work together as a group, where the contributions from each member ensure that the whole exceeds the sum of our individual contributions.

After the project concludes, we commit to preparing a performance summary for the project, with particular emphasis on information that will be helpful to people undertaking a similar project in the future.

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<sup>2</sup> Thanks for wording and framing from the example project charter by Emory's DISC, as included in the *ARL SPEC Kit 326: Digital Humanities*.