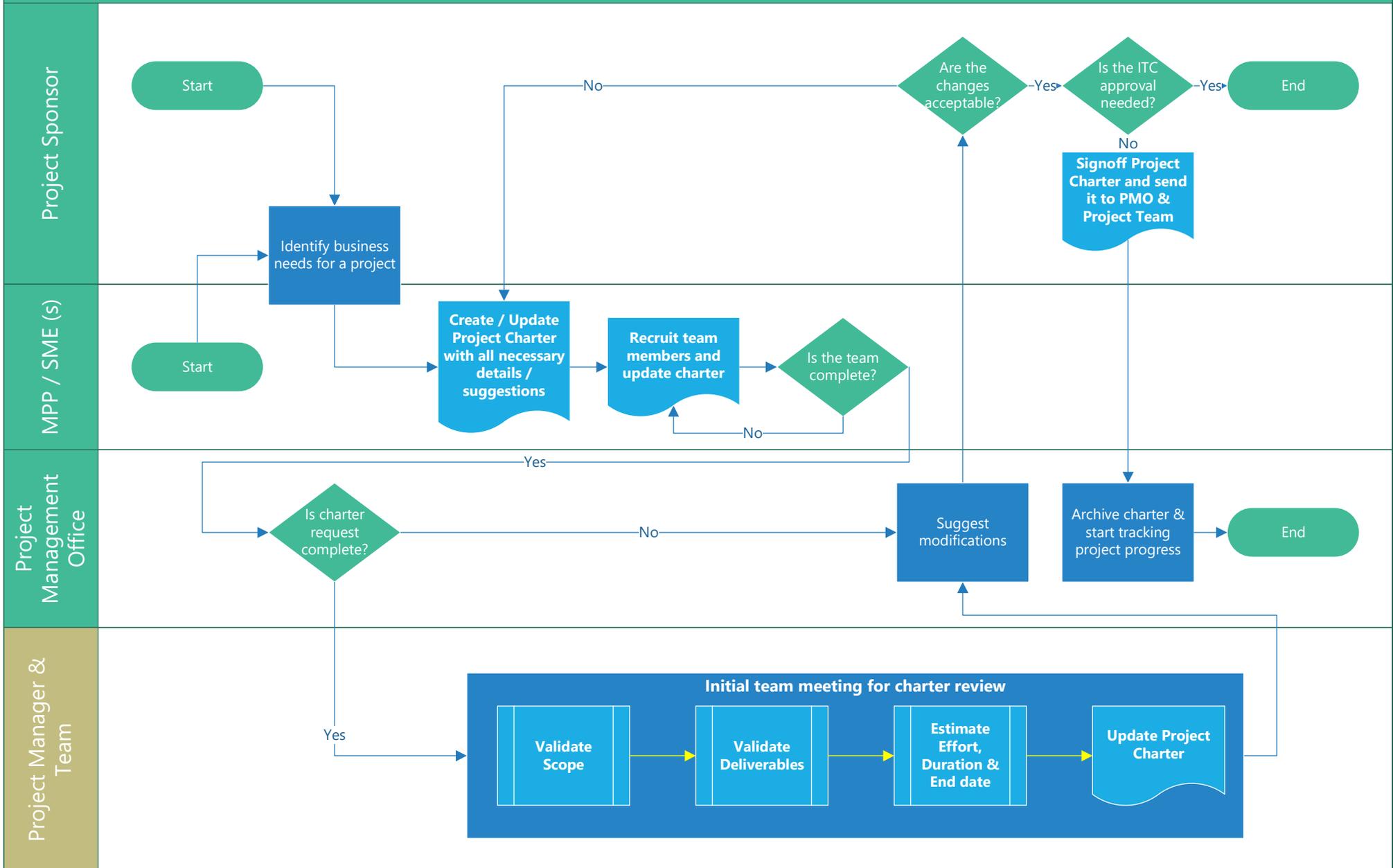


CSUB ITS Project Charter Lifecycle Process



The project charter allows the inception of projects within CSUB ITS. It identifies all **Stakeholders**, such as the **Sponsor**, who is responsible for providing the direction of successful completion, **Project manager and team members**, who are willing to complete the project for the organizational benefit, and **Functional manager(s)**, who are willing to assist in resolving identified project issues and constraints.

The project charter (as Microsoft Word) document is shared as an attachment in email communications to allow the recipients to propose changes to the document. The changes are reviewed by all **stakeholders** and finalized by **Sponsor**. [The email approval, with attached finalized charter \(Word\) document, from Sponsor to PMO & Project team is considered project sign-off.](#) After that, the project work can start.