

### **Title III Grant Task Force Formation**

**Directions:** Each T3 related task force must complete this project charter document and submit it to Aria Nelson at DCTC. In addition, each task force must create written agendas and take meeting minutes. Aria is available to support these tasks. The project charter is below.

#### **Task Force Title:**

**Context:** A summary description of the Task Force origin and purpose. (Use T3 Grant language)

- What is the origin/history of the project?

**Problem and Opportunity:** A clear problem statement.

- What problem are we trying to solve?
- What opportunity are we trying to leverage?

**Key Stakeholders:** Important groups with an interest (stake) in the project.

- Who is most affected by the project?
- What are the risks/benefits to them?
- Who can most affect the project?

**Project Vision and Objectives:** take these from the Title III grant narrative

- How will we be different when the project is completed?
- What are the objectives of the task force? (page 25 of the grant)
- How do these fit with the institution's objectives?
- What are the project's benefits?
- How will we know the project has been accomplished?

**Project Sponsor:** The person, people, or group with the power, influence, resources, and interest to champion the project and clear away obstacles that may arise.

- Who is the task force sponsor?
- List each task force participant with title and campus assignment

**Project Scope:** What the project includes — and what it specifically excludes.

- What is the task force designed to deliver?
- What is to be included in the project?
- What is excluded? (Boundaries)

**Budget:** How much the project will cost and how long it will take.

- What are the project's financial costs and benefits?
- What is the project's budget?

**What is the project's timeline?** (Please include detailed milestones and or phases. Identify the deliverable in each instance)

**Constraints and Assumptions:** What freedom and restrictions limit the project and team.

- What are limitations placed on the project team's actions, strategies, and decisions?
- Upon what key assumptions is the project based?

**Critical Success Factors and Risks:** Necessary conditions and pitfalls.

- What needs to be in place for this project to succeed?
- What could go wrong to threaten the success of this project?

**Approach and Organization:** The "how-to" ingredients needed to carry out the project.

- What strategy, tools, and techniques will the team employ?
- What roles and responsibilities have been assigned?