A. DEFINITIONS

1. **Project Charter:** A foundational plan for conducing projects at Camosun College.

2. **Project Proposal:** A proposal, or request to conduct a project, identifying the opportunity, its connection to the strategic plan, and required resources. If a project proposal is approved, a full project charter is developed.

3. **Project Sponsor:** The administrator responsible for overall planning, assignment of project leadership and resources, and for approval of the final project charter. Throughout the project, it is the role of the sponsor to be accessible to the project manager/leader while the project is being conducted, to provide guidance, and remove roadblocks.

4. **Project Manager/Leader:** The person charged with the responsibility of implementing the project plan and delivering the outcomes on budget and on time based on the approved project charter. The Project Manager/Leader is also responsible to provide timely reports to the sponsor on the progress of the project and identify any areas of concern or issues that affect the successful completion of the project. The project leader/manager is often involved in the conceptualization of the project and the development of the project charter.

B. COLLEGE-WIDE PROJECT DEVELOPMENT PROCESS

Projects are developed and undertaken in four stages: Concept (Charter Development), Sign-off, Conduct and Closure. Where a project is being considered, but not yet approved or resourced, a project proposal will be submitted and approved prior to the development of a full charter.

CONCEPT STAGE

1. Project Proposal *(See Proposal Template)*

Identifies the purpose, goals, and deliverables of the project and includes the project duration and anticipated resources. For all Camosun College projects, a connection to the College's Strategic Plan must be evident for the project to be considered.

If a sponsor accepts a proposal, then a full project charter will be developed.

Proposal Approval

Approval has been received by the appropriate authority to develop a full project charter.

2. Project Charter Development *(See Project Charter Template)*

A fully developed plan includes an expanded concept stage identifying how the project will be conducted; the risks, assumptions, approaches, comm

SIGN-OFF STAGE

The project has the approval and resources to be conducted as planned. Depending on the scope and nature of the project, a full management team may be involved in vetting the charter prior to approval by the sponsor. When the scope is narrower, the project charter may be vetted and approved by the appropriate authority level (sponsor), assuming that level of authority has the ability to allocate resources and assign leadership to the project.

CONDUCTING THE PROJECT STAGE

Based on the charter, the project manager/leader ensures the project is completed. The project sponsor must be accessible to the project manager while the project is being conducted to provide guidance and remove roadblocks. The project manager must keep the sponsor informed of the project progress and identify any areas of concern or issues that affect the successful completion of the project on time and on budget.

CLOSURE STAGE

Project conclusion involves acceptance of the project deliverables by the sponsor and a final communication of the project outcomes, lessons learned, and exemplary practices to the appropriate audiences.

At this stage, acknowledgement of those involved should occur (celebration it must be understood that each phase of a project may involve a different complement of team members and that, therefore, celebration may occur in all phases of the project. This is very dependent upon the project duration.

Integration of the project outcomes into the College culture or operations is an impo