**Lead Organization:**

**Date Charter Created:**

**Last Date Charter Updated:**

**Part I:**

1. **Career Cluster/Pathway/Program of Study:**

**Cluster:**

**Pathway:**

**Programs of Study:**

1. **Problem:** What problem(s) is the team attempting to solve? How does this problem relate to the items identified in the *Programs of Study Expectations Tool*?
2. **Rationale:** Why should the problem be addressed? Why is the project worth doing now? What are the consequences of not doing the project? Reference documents that are relevant, such as grant proposals.
3. **Cluster Partners and other Stakeholders:** What organizations, partners and other stakeholders will be involved and affected by the project, and what are their expected contributions?

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| **Partners and other Stakeholders** | **Expected Contributions** |
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1. **Project Sponsor/Owner:** Who is/are the project sponsor/owner(s) who will be responsible for ongoing implementation of the identified solutions?
2. **Team Members and Roles:** Specify the members of the improvement team and their roles within the team.

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| --- | --- | --- | --- |
| **Team member** | **Team role(s)** | **Telephone** | **Email address** |
|  | *Leadership Team Member; Postsecondary Faculty* |  |  |
|  | *Leadership Team Member; Secondary Faculty* |  |  |
|  | *Leadership Team Member; Postsecondary Counseling Representative* |  |  |
|  | *Leadership Team Member* |  |  |
|  | *Project Lead; Leadership Team* |  |  |
|  | *Project Lead; Leadership Team Administrator* |  |  |
|  | *Leadership Team Member; Institutional Researcher* |  |  |
|  | *Leadership Team Member* |  |  |
|  | *Career Advisory Committee (business and industry representatives)* |  |  |
|  | *Career Advisory Committee (business and industry representatives)* |  |  |

1. **Charter Approvals:**

Implementation Team Leader Signature Date

Other Team Member Signatures:

Date

Date

Date

Date

Date

Date

Date

Date

Project Sponsor/Process Owner Signature Date

Additional Project Sponsor/Process Owner Signature Date

Additional Project Sponsor/Process Owner Signature Date

**Charter - Part II:**

1. **Improvement Goals:** What are the goals of the project? Specify how the team will determine if these goals have been achieved.

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| **Goals** | **How the team will determine if the goals are achieved? met?** |
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1. **Implementation Team Plan:** Indicate the following aspects of the PTR project: Key tasks, team members, and target dates.

| **Event/ Task** | **Team member** | **Target Date** |
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1. **Students and other beneficiaries:** Based on what you know now, what student groups are most likely to benefit from the project, and in what manner?
2. **Other Resources:** What other resources are needed to support the project?