

Project Charter Statement Worksheet

In developing projects to address a community problem, action teams should also develop a project charter statement to help clarify the project purpose and goals. A project charter serves as a mission statement for your projects and helps hold your team accountable in measuring its progress.

The project charter should clearly state what your team intends to do. A succinct and well-written charter can also serve as an important public outreach tool in explaining your project and recruiting additional people.

To develop your project charter, work with your team to:

- State clearly what general community **problem** or **concern** interests you.
- State clearly what **concrete issues** you want to solve.
- State clearly **where** the problem happens.
- State clearly **why** you are interested in the problem.
- State clearly **what** you want to accomplish in your project.
- State clearly **how** that will help solve the problem.
- State clearly your general **strategy** for implementing your solution.

Consider using the following Project Charter template to develop your statement:

PROJECT CHARTER STATEMENT

We, the _____ Team,

believe that _____

is a serious problem and contributes to _____, _____

_____, and _____

in the _____ community. We care about this problem because

_____.

We propose to _____

_____.

We believe that this will help solve the problem by _____

_____.

In order to implement this solution we intend to _____

_____.

Sample Project Charter Statements

We, the Public Achievement Environmental Team, believe that the large amount of unseparated trash generated every day from J.J.Hill Elementary School is a serious problem and contributes to pollution in our community and higher costs for our school's operations. We care about this problem because our school should not ignore how it adds to pollution. We propose to work with the teachers, administration, staff, and students to develop a recycling program to separate recyclable materials from the school's trash. We believe that this will help solve the problem by reducing the amount of waste transported to the landfill, reducing the school's sanitation costs, and helping students become more aware of how to protect the environment. In order to implement this solution we intend to talk to people at our school about possible obstacles to recycling, research other schools that have recycling programs, and talk to city and state departments about how to set up recycling programs.

We, the Undergraduate Experience Team, believe that the lack of student involvement on campus and in the general community is a serious problem in the Eau Claire community contributing to diminished student civic engagement, a lack of student efficacy, and a lack of outlets for idea expression. We propose to write a proposal for a non-honors civic engagement course offered in the Political Science department. We believe that this will help solve the problem by providing a broader group of students the skills and ability to become civically engaged. In order to implement this solution we intend to research the topic, contact key stakeholders, and write said proposal.

We, the Youth in Government Team, believe that the absence of youth representation in local government is a serious problem in the Eau Claire community contributing to a disconnect of youth voices in city government, lack of youth civic participation, and stagnation in youth issue resolution. We propose to spearhead an initiative that places students on city advisory committees. This initiative would act as a stepping stone to the creation of a new advisory board specifically dedicated to youth issues. We believe that chartering youth in local government advisory boards will help to bring awareness to the role young people can play in constructive decision-making approaches. In order to implement this foundation, we propose to gain support from organizations dedicated to youth ministry, work with city council officials, and construct a comprehensive plan to include youth in decision-making processes.