KPU Library Project Charter Canvas

We will use this to track big-picture aspects of your open textbook project. It will help us manage information and keep the project on-task.

Project Name:
Your Name:
KPU email:

Your Faculty:

Your Department:

Month, Day, Year
1. Partners
Author/Instructor:
Librarian:
Library assistant:
Editor or Proof reader:
Student:
Other:

2. Scope
Include a statement(s) that clearly defines the scope of the project.
Include specific expectations that are negotiated as the scope.

3. Deadlines
When are you hoping to use this Pressbooks?

4. Budget
Include any budget items that might be associated with the project
(i.e. student assistant, OER grant, Ed Leave, .6 PD)
None

5. Risks and Planning
Include high-level risk statements and a mitigation or contingency plan to prepare for/respond to the risk should it arise. You can include constraints here as well.
- Deadlines – what if unmet?
  Intended for upcoming timetable?

6. Goals
Include the high-level goals that this project is aiming to support.
These may come from existing documents, such as the grant proposal.

Provide a version of the detailed answer key that right now is unavailable to students.

7. Deliverables
Include each deliverable with a short description. Consider “open” when constructing these statements.

This Project Charter template was adapted from BCcampus and is under a [CC BY-SA 4.0](https://creativecommons.org/licenses/by-sa/4.0) licence; it was originally adapted from Strategyzer’s The Business Model Canvas.

From the BCcampus Open Education Self-Publishing Guide.
8. **Audience**

Describe the audience for the project. This can include groups such as post-secondary institutions, communities, government, and entire sectors that are may be contributing to and benefiting from the project deliverables.

9. **Milestones**

Include milestones that support your path to meet the deliverables.

- 

---

**Work Plan**

**Project Development and Completion**

- Dates: Task list

---

**Project Charter Approvals**

**KPU Library**

___________________________________________  Date: ___________________

Librarian, Title

---

This Project Charter template was adapted from BCcampus and is under a [CC BY-SA 4.0](https://creativecommons.org/licenses/by-sa/4.0/) licence; it was originally adapted from [Strategyzer’s The Business Model Canvas](https://strategyzer.com). From the BCcampus Open Education *Self-Publishing Guide*. 
This Project Charter template was adapted from BCcampus and is under a CC BY-SA 4.0 licence; it was originally adapted from Strategyzer’s The Business Model Canvas.

From the BCcampus Open Education Self-Publishing Guide.