



## 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**

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<b>1. Partners</b>	Author/Instructor: Librarian: Library assistant: Editor or Proof reader: Student: Other:
<b>2. Scope</b>	Include a statement(s) that clearly defines the scope of the project. Include specific expectations that are negotiated as the scope.
<b>3. Deadlines</b>	When are you hoping to use this Pressbooks?
<b>4. Budget</b>	Include any budget items that might be associated with the project (i.e. student assistant, OER grant, Ed Leave, .6 PD)  None
<b>5. Risks and Planning</b>	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. <ul style="list-style-type: none"> <li>- Deadlines – what if unmet?              Intended for upcoming timetable?</li> </ul>
<b>6. Goals</b>	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.
<b>7. Deliverables</b>	Include each deliverable with a short description. Consider “open” when constructing these statements.

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<p><b>8. Audience</b></p>	<p>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.</p>
<p><b>9. Milestones</b></p>	<p>Include milestones that support your path to meet the deliverables.</p> <ul style="list-style-type: none"> <li>•</li> </ul>

## Work Plan

### Project Development and Completion

- Dates: Task list

## Project Charter Approvals

KPU Library

\_\_\_\_\_

Librarian, Title

Date: \_\_\_\_\_

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**Project Sponsor**

\_\_\_\_\_  
Sponsor's Name, Title, Department

Date: \_\_\_\_\_

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