Project Charter

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| **Project: Date:** **Project Manager: Project Sponsor:** **Proposed Completion Date: Proposed Budget:**   |
| Project Description:*Briefly describe the final project product or service**(what)* |  |
| Business Justification:*Identify the business need that describes why the project was selected; clarify how the situation will improve when the project is completed (why)* |  |
| Major Project Components:*List major subprojects, segments, or components that make up the project work (what)* |  |
| Project Objectives & Deliverables:*Describe quantifiable criteria used to measure completion of the project scope; define quality criteria for product or service acceptance (proof)* |  |
| **Constraints/Assumptions:***Identify limiting factors or underlying assumptions regarding scope, cost, schedule, or quality (limitations)* |  |
| **Known Risks:***List known risks (known “gotchas”)* |  |
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| **Project: Date:** **Project Manager: Project Sponsor:** **Proposed Completion Date: Proposed Budget:**   |
| **Procurement Items:***List known items that must be procured externally*  |  |
| **Project Team Members & Other Stakeholders:***List major human resources and/or departments that should be involved in the project ; as applicable, note other senior management influencers (who)* |  |
| **Project Support and Authority:***Clearly identify the project manager and sponsor (who)* |  |
| **Authorization and Acceptance****Project Sponsor:**  **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_** **Project Manager:**  **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**  |