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:\_\_\_\_\_\_\_\_\_\_\_\_\_** | |