**PROJECT CHARTER**

Contents

[**Executive Summary** 1](#_Toc117768128)

[**Project Purpose** 1](#_Toc117768129)

[Business Objectives 1](#_Toc117768130)

[**Project Details** 1](#_Toc117768131)

[Requirements 1](#_Toc117768132)

[Scope Statement 1](#_Toc117768133)

[Deliverables 1](#_Toc117768134)

[Estimated Schedule 2](#_Toc117768135)

[Estimated Budget 2](#_Toc117768136)

[Human Resource Requirements 2](#_Toc117768137)

[Procurements 3](#_Toc117768138)

[Risks 3](#_Toc117768139)

[Completion Criteria 3](#_Toc117768140)

[Define Project Success 3](#_Toc117768141)

[Assumptions 3](#_Toc117768142)

[Constraints 3](#_Toc117768143)

[**Alternatives** 3](#_Toc117768144)

[**Stakeholders** 4](#_Toc117768145)

[**Project Manager** 4](#_Toc117768146)

[**Project Authorization** 4](#_Toc117768147)

**PROJECT CHARTER**

**Executive Summary**

Provide high-level, summary information about the project and why it is needed.

**Project Purpose**

With greater specificity, state the purpose of the project.

**Business Objectives**

A project should support the objectives in the strategic plan. List specific strategic plan objectives and describe how the project supports each one.

**Project Details**

Describe the project in greater detail.

**Requirements**

List the high-level project requirements.

**Scope Statement**

A scope statement is a narrative description of the project scope.

**Deliverables**

List the project deliverables. A deliverable is a unique and verifiable product, result or capability to perform a service that must be produced to complete a process, phase or project.

**Estimated Schedule**

Provide high-level schedule information.

|  |  |
| --- | --- |
| **Project Milestones and/or Phases** | **Estimated Completion Date** |
| Start of Project |  |
|  |  |
|  |  |
|  |  |
|  |  |
| End of Project |  |

**Estimated Budget**

Provide high-level budget information.

|  |  |
| --- | --- |
| **Resource Description** | **Estimated Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  **TOTAL** |  |

**Human Resource Requirements**

List the people from within the organization that will be assigned to the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Department/Title** | **Contact Information** | **Immediate Supervisor** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **Procurements**

List the known resources which must be procured.

|  |  |  |
| --- | --- | --- |
| **Description** | **Source** | **Estimated Cost** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Risks**

From a high-level perspective, identify project risks and provide some analysis.

**Completion Criteria**

What must occur before the project is considered complete?

**Define Project Success**

What specific measurable objectives must the project achieve to be considered successful?

**Assumptions**

List the project assumptions.

**Constraints**

List the project constraints.

**Alternatives**

List the know alternatives to undertaking the project and state the pros and cons of each.

**Stake Holders**

List all known project stakeholders.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Project Role** | **Organization** | **Contact Information** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Project Manager**

Name the selected project manager and provide his or her contact information.

**Project Authorization**

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

By initialing each page and signing below, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Project Sponsor, approve the project described herein and authorize it to begin.

(Insert Name of Organization)

By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Sponsor Printed Name Signature of Project Sponsor