PROJECT CHARTER

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# **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** |
|  |  |
|  |  |
|  |  |

## **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.

# **Stakeholders**

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)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature of Project Sponsor**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Sponsor Printed Name**