Project charter

Project name:

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# Project description

*Provide a short description of the project and what it must accomplish. This section should only be a few sentences.*

# Project purpose

*Provide a short description of the reasons why the project is being undertaken. State the expected business value that the project will bring.*

# High-level deliverables

*Provide a high-level description of the expected project outputs. This section doesn’t describe the detailed requirements.*

# Overall project budget

*Provide a high-level description of the initially estimated project expenditures and costs.*

# Project risks and constraints

*List the major initial project risks and constraints. Note any dependencies and interfaces with other projects. This section doesn’t represent the detailed project risks including analysis and responses as those are covered in the project risk management documentation.*

# Milestones

*List significant project events in this section.*

|  |  |  |
| --- | --- | --- |
| **No.** | **Milestone** | **Due date** |
|  |  |  |
|  |  |  |
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# High-level objectives

*Describe the high-level objectives for the project in this section. List them as they relate to scope, time, cost, and quality. Each objective should have success criterion defined, which is how the delivery of the objective will be measured. Note here who will sign off on the objective having been met.*

|  |  |  |
| --- | --- | --- |
| **Project objective** | **Success criterion** | **Stakeholder approving** |
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# Key stakeholders

*Project stakeholders are organizations or individuals that are actively involved in the project, that have an interest in or are impacted by the project, or both, because they can be favorably or unfavorably impacted by it. Stakeholders can be internal employees or external (for example, customers, users, suppliers, government, regulatory agencies, local committees, competitors, public, shareholders, creditors, or banks). Identify the members here that can include the following stakeholders and others, based on the project:*

**Project owner**

*The project owner is responsible for managing the business portion of a project. The project owner is actively and regularly involved in the project activities,* *ensuring that business requirements are defined and that the delivered outcomes align with the business’ needs.* *The project owner is ultimately accountable for the project's results. This role can be filled by the executive sponsor or another designated person if needed.*

**Project core team**

*The project core team is the group who carries out project work or represents their team who will perform the project work (the project extended team). The project core team supports the project manager’s activities from the early stages until the end. Identify the members here.*

**Change management team**

*The change management team is responsible for managing the change request process, ensuring the use of standardized methods and procedures to handle all change requests efficiently and minimize project disruptions. The team includes representatives from each key stakeholder group. For large, complex projects, this responsibility may fall to the steering committee, while for medium-sized projects, it may be handled by the project core team. In smaller projects, a single team member, such as the project manager, may take on this role. Members of this team could include key stakeholders, department heads, and the project manager. Identify the members here.*

**Extended project team**

*The extended project team comprises additional individuals who carry out the work of the project, but who are usually not involved in project management activities and who are often not involved in the project over its entire duration. These internal and external resources are identified as being required to deliver the requested project deliverables.*

# Project manager

*The project manager is responsible for the overall coordination of the various activities that make up the project. However, it’s not a requirement for the project manager to have subject matter expertise. The project manager is responsible for planning and delivery of the project.*

# Executive sponsor

*The executive sponsor owns the projects on behalf of the corporate organization and owns the primary accountability of the project. They are responsible for the project's profit and loss (P&L), provide funding, and ensure alignment with corporate strategy. Every project must define an executive sponsor.*

**Project sponsor**

*The project sponsor owns the projects on behalf of the business area and owns the identification and definition of the project. Also, the project sponsor is responsible for the project’s business case and should not hesitate to recommend cancellation of the project if the business case no longer justifies the project. This role can be filled by the executive sponsor if a different person is not necessary.*

# Steering committee

*The steering committee provides strategic oversight for projects. The steering committee members consist of leaders representing each key stakeholder group. They meet periodically or as needed to review the project status, make key decisions, and resolve escalated disputes. Identify the members here.*

# Document approval

*The following signatures confirm that the content of the document has been reviewed, is understood and agreed upon. When a new document version is created, approvals are to be renewed.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Project executive sponsor |  |  |  |
| Project sponsor |  |  |  |
| Project owner |  |  |  |
| Project manager |  |  |  |

# Document change record

*Record changes to the document throughout the project.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Sections changed** | **Changes made** | **Date** |
| V01 | All | Initial version |  |
|  |  |  |  |