Project Charter Checklist

Define the high-level scope.

Document high-level requirements.

Estimate high-level resource needs.

Summarize milestones.

Define high-level deliverables.

Determine high-level success criteria.

Document high-level constraints

Identify high-level risks.

Summarize the high-level schedule.

Create a high-level budget.

Identify stakeholders.

Attain approval and sign-off.