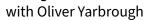
# **Project Management: Government Projects**





## **Project Charter**

**Project Name** 

Version

Date

### **Revision Control**

Version #	Author's Name	Revision Date	Approver's Name	Approval Date	Approval Reason

## **Project Management: Government Projects**

with Oliver Yarbrough



#### **PROJECT SUMMARY**

[Author's Note: The project summary should provide an overview of the key elements of the Project Charter.]

- A description of the project
- Purpose of the project
- · Initial approach for delivering the solution
- · Highlight major deliverables
- Determine approximate timeline
- Summarize costs and resource findings
- · List assumptions and constraints

#### **PROJECT BENEFITS**

[Author's Note: The project benefits should provide an overview of the key benefits of taking on the project.]

List benefits

#### **PROJECT SCOPE**

[Author's Note: The project scope should provide an overview of things such as the objectives, high-level requirements, and major deliverables.]

- · List project objectives
- · Document high-level requirements
- Determine major deliverables
- · Describe what is in and out of scope
- Highlight critical success factors

#### **PROJECT SCHEDULE**

[Author's Note: The project schedule should provide an overview of things such as high-level timeline and milestones.]

- · High-Level timeline
- · High-Level milestones

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#### **PROJECT BUDGET**

[Author's Note: : The project budget should provide an overview of the estimated spending needed to meet the objectives of the project.]

- · Determine the source of funding
- List high-level cost estimates
- · Document cost estimate assumptions

#### **PROJECT RISKS**

[Author's Note: The project risks should provide an overview of the identified risks.]

· List high-level risks

#### **PROJECT RESOURCES**

[Author's Note: The project resources should provide an overview of the high-level resource requirements.]

List high-level resource requirements

#### **PROJECT STAKEHOLDERS**

[Author's Note: The project stakeholders should provide an overview of key stakeholders, as well as their high-level roles and responsibilities.]

- List stakeholders
- High-level roles and responsibilities

#### PROJECT CHARTER APPROVAL

The undersigned acknowledge they have reviewed and authorized this Project Charter. Subsequent changes to this Project Charter must be approved prior to implementation by the undersigned or their designated representatives.

Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Role:	Role: