Project Charter

Project Name

Version

Date

Revision Control

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

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

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: _____