|  |  |  |
| --- | --- | --- |
| **PROJECT CHARTER** | | |
| **Project Name** | [This section contains the project name that should appear consistently on all project documents. Organizations often have project naming conventions.] | |
| **Date Produced** | [The date the Project Charter is produced] | |
| **Project Goals** | [This section defines what the project will achieve and how it supports the goals of the organization.] | |
| **Project Objectives** | [This section defines the specific and measurable outcomes that are required to achieve the project goals.] | |
| **Project Budget** | [This section contains the funds available for the project.] | |
| **Project Sponsor** | [Name of Project Sponsor and job title] | |
| **Project Manager** | [Name of Project Manager and job title] | |
| **Additional Key Project Stakeholders** | | |
| [The names of key stakeholders that are known at this point in the project, including their job title or project role] | | |
|  | | |
| **Overall Project Milestones** | | **Dates** |
| [A list of the key milestones that are known at this point in the project] | | [Milestone dates] |
|  | |  |
| **Overall Project Risks** | | |
| [A list of the overall risks that are known at this point in the project] | | |
|  | | |