**PROJECT CHARTER**

|  |  |
| --- | --- |
| **Project ID** |  |
| **Project Name** |  |
| **Project Manager** |  |
| **Project Sponsor** |  |

**Project Information**

**Historic of Versions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Author** | **Reason for new version** | **Version** |
|  |  |  |  |
|  |  |  |  |

**Business Need, Problem or Opportunity**

<What is the context for the project? Briefly state what business need, problem or opportunity is the project going to address.>

**Project Objectives**

<List here your project objectives.>

**Expected Benefits**

<Outline the key benefits to be realised by the project.>

**Project Organization**

<Use the diagram below to illustrate the project organization, such as steering committees and the project team.>

**In Scope Out of Scope**

<Outline what is in scope for the project>

<Outline what is out of the scope of the project>

**Key Deliverables**

<List here the key deliverables of the project>

**High-Level Timescale**

<Use the diagram below to identify your key milestones.>

<List any known constraints and deadlines impacting the schedule of the project.>

**High-Level Budget**

<Identify what budget needs are anticipated, providing a rationale for each rubric.>

|  |  |  |
| --- | --- | --- |
|  | **Estimate** | **Comment** |
| **Revenue** |  |  |
| **Capital** |  |  |
| **Total Budget** |  |  |

**Key Project Assumptions**

<Outline key project assumptions which can impact the project if proven false.>

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Assumption** | **Importance** | **Impact if false** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Key Project Risks**

<Outline key project risks which can impact the project if they materialize.>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Risk** | **Probability** | **Impact** | **Mitigation** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Success Criteria**

<List the criteria on which the success of the project will be measured.>

|  |  |
| --- | --- |
| **ID** | **Success Criteria** |
|  |  |
|  |  |
|  |  |

**Project Charter Sign-off**

<List the names of the approvers of this Project Charter.>

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Approved on** | **Signature** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |