Standard Project Charter Template

# 1. Project Information

|  |  |
| --- | --- |
| Project Name |  |
| Department |  |
| Focus Area |  |
| Prepared By |  |
| Document Owner |  |

# 2. Project Charter Purpose

The Project Charter defines the scope, objectives, and overall approach for the work to be completed. It serves as a contract between the Project Team and Sponsors, outlining expectations, deliverables, time constraints, and resources.

# 3. Project Executive Summary

Summarize the project’s goals, objectives, scope, assumptions, risks, costs, and timeline. Provide a concise overview of what the project aims to achieve and the approach.

# 4. Project Scope

## 4.1 Goals and Objectives

Clearly define the project goals and objectives.

## 4.2 Project Deliverables

|  |  |
| --- | --- |
| Milestone | Deliverable |
|  |  |
|  |  |

## 4.3 Deliverables Out of Scope

List any deliverables that are explicitly out of the project scope to prevent scope creep.

## 4.4 Project Duration

|  |  |
| --- | --- |
| Start Date |  |
| End Date |  |

# 5. Project Conditions

## 5.1 Project Assumptions

List all assumptions the project is based on, including resource availability, data access, etc.

## 5.2 Project Issues

List any known issues or challenges that could affect project progress.

## 5.3 Project Risks

|  |  |
| --- | --- |
| Risk Area | Mitigation Plan |
|  |  |
|  |  |
|  |  |

## 5.4 Project Constraints

List any project constraints, such as budget, resources, time, etc.

# 6. Project Structure Approach

Describe the structure and approach that the project will follow, including phases and key activities.

# 7. Project Team Organization

List the project team members, their roles, and responsibilities.

# 8. Project References

Provide any references or documents that support the project, such as related documents or reports.

# 9. Approvals

|  |  |
| --- | --- |
| Prepared by | Approved by |
| Role | Role |
| Date | Date |
| Signature | Signature |