**Introduction**

Project Charter refers to a statement of objectives in a project (www.tutorialspoint.com, 2018). It acts as a guideline for future projects as well as an important material in the organization‘s knowledge management system.

The Project Charter declares the formal existence of a project. It’s a document that authorizes the work to take place and appoints the project manager. The Project Charter sets out what exactly the project will try to achieve (project goals, roles and responsibilities, identifies the main stakeholders and the level of authority of the project manager). The definition of the project charter will need to be short and precise because it refers to other detailed documents.

**The Roles of Project Charter (www.tutorialspoint.com, 2018):**

* It documents the reasons for undertaking the project.
* Outlines the objectives and the constraints faced by the project.
* Provides solutions to the problem in hand.
* Identifies the main stakeholders of the project.

The Project Charter improves customer relationships and the project management processes.

**Elements in the Project Charter**

Since project charter is a project planning tool, aimed at resolving an issue or opportunity there are a couple of elements essential for a good project charter.

The first section will spell out the name of the project, names of the sponsor and the project manager and the date the document was prepared.

**The main sections of the Project Charter are as follows:**

* Project Purpose
* Project Description
* Budget
* Risks
* Milestones
* Project Objectives
* Project Manager Authority Levels

The final part will be approval of the Project Charter, the project manager and sponsor should sign and date the document. This will therefore be the formal initiation of the project.

Project Charter

**Project Title**:

**Project Start Date:** **Projected Finish Date:**

**Budget Information:**

**Project Manager:** Name, phone, e-mail

**Project Objectives:**

**Approach:**

**Roles and Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Organization/**  **Position** | **Contact Information** |
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**Sign-off:** (Signatures of all above stakeholders. Can sign by their names in table above.)

**Comments:** (Handwritten or typed comments from above stakeholders, if applicable)

References

www.tutorialspoint.com. (2018). *Project Charter*. [online] Available at: https://www.tutorialspoint.com/management\_concepts/project\_charter.htm [Accessed 17 Apr. 2018].