



The Project Charter

To share a formal, consensual document that establishes the project's foundations, objectives, parameters and responsibilities.





The **Project Charter**: clear foundations and objectives for effective project management



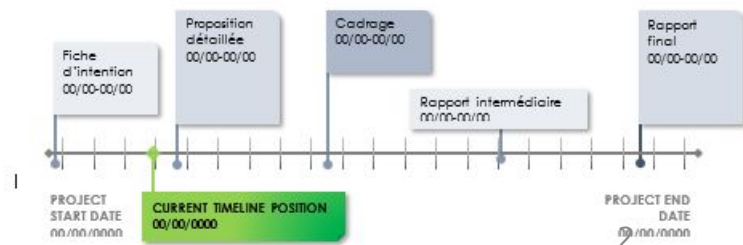
- The **project charter**, also known as the scope note, serves to align all stakeholders with a common vision of the project, and to lay the foundations for its effective management.
- Its purpose is to :
 - Define the project's objectives and expected results.
 - Identify stakeholders and their roles.
 - Define the project scope, specifying what is included and what is not.
 - Allocate the necessary resources,
 - Determine schedule and budget (where necessary),
 - Identify initial risks and plan mitigation strategies.
- In short, the project charter is a preliminary document that lays the foundations for the smooth running of the project by providing a clear direction and scope, clarifying expectations and responsibilities, and creating consensus on objectives among stakeholders.

PROJECT CHARTER FORM

1 General Project Information	
Project Name	
Project team	
Department Coordinator	
Department Sponsor	

2 Project Scope	
Project Purpose	
Objectives	
Deliverables	
Within Scope	
Outside of Scope	
Main risks	

3 Project schedule (main milestones)	
Fiche d'intention 00/00-00/00	Proposition détaillée 00/00-00/00
	Cadrage 00/00-00/00
	Rapport intermédiaire nn/nn-nn/nn
	Rapport final 00/00-00/00





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- Ready-to-use Word Project Charter template



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2 Project Scope

Project Purpose	
Objectives	
Deliverables	
Within Scope	
Outside of Scope	
Main risks	
Constraints & External Dependencies	

3 Project schedule (main milestones)

4 Notes



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