# Project Charter

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| 1.0 Project GENERAL INFORMATION | | | |
| **Project title** |  | | |
| **Project purpose** |  | | |
| **Sponsor** |  | | |
| **Project Manager** |  | **Level of authority** |  |

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| 2.0 Business case |
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| **3.0 Project GOALS (MEASURABLE OBJECTIVES)** |
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| **4.0 Project HIGH LEVEL REQUIREMENTS** |
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| **5.0 Project DESCRIPTION AND BOUNDARIES** |
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| **6.0 key Project DELIVERABLES** | | |
| **No.** | **Name** | **Description** |
| D1 |  |  |
| D2 |  |  |
| D3 |  |  |
| D4 |  |  |
| D5 |  |  |
| … |  |  |

| **7.0 Milestone dates** | | |
| --- | --- | --- |
| **Item** | **Major Events / Milestones** | **Dates** |
| M1. |  |  |
| M2. |  |  |
| M3. |  |  |
| M4. |  |  |
| M5. |  |  |
| … |  |  |

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| **8.0 RISKS** | |
| **Severity** | **Description** |
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| **9.0 Project’s STAKEHOLDERS** | |
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| **Name** | **Influence** |
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| **10.0 fINANCIAL RESOURCES** |
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| **11.0 Signoff** | |
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| Project Sponsor:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project Manager:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |