PROJECT CHARTER

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| --- | --- | --- | --- | --- |
| **Project Title:** |  | | | |
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| **Project Sponsor:** |  |  | **Date Prepared:** |  |
|  |  |  |  |  |
| **Project Manager:** |  |  |

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| **Executive Summary:** |
| *Define the reason the project is being undertaken. This section may refer to a business case, the organization's strategic plan, external factors, a contract* or *any other document* or *reason for performing the project.* |

| **Project Description:** |
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| **Project Objectives:** |
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| **Business Problem/ Pain Points:** |
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| **High-level Milestones** | **Due Date** |
| *List the significant events in the project* | *Completion date of the milestone.* |
| *These can include the completion of key deliverables* |  |
| *The beginning or completion of a project phase or product acceptance* |  |
|  |  |

**Approvals:**

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|  |  |  |
| Project Manager Signature |  | Sponsor Signature |
|  |  |  |

Date Date