*project logo here (optional)*

Project Charter

General Information

Project Title:

Start Date:

End Date:

Project Description:

Prepared by:

|  |  |
| --- | --- |
| Version Date | Version Information |
|  |  |

Objectives

|  |  |
| --- | --- |
| ID | Objective |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

High-level Requirements

|  |  |
| --- | --- |
| ID | Requirement |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

What is not included

|  |  |
| --- | --- |
| ID | What is not included |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

Milestones

|  |  |
| --- | --- |
| ID | Milestone |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

Rough Order of Magnitude (ROM) Budget and Schedule

|  |  |
| --- | --- |
| Time | Milestone |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Budget:

Success Criteria

|  |  |
| --- | --- |
| ID | Success Criteria |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

Assumptions

|  |  |
| --- | --- |
| ID | Assumption |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

Constraints

|  |  |
| --- | --- |
| ID | Constraint |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

High-level Risks

|  |  |
| --- | --- |
| ID | Risk |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

Stakeholders

|  |  |  |  |
| --- | --- | --- | --- |
| ID | Stakeholder | Role and Impact | Responsible |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

*Project Sponsor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(signature)*