# Project Charter

(Project Name)

(Project Manager Name)

## Project Name:

## Purpose

A simple business statement about the project purpose or justification.

## High Level Project Description

Overview of what the project will accomplish as well as project boundaries (constraints). Linked to the project purpose.

## Objectives

* List of clear and measurable statements as to the results and the expected benefits of the project.

## High Level Requirements

* High level list of what is needed to achieve the project objectives.

## Schedule Milestones of Key Deliverables

| **Milestones** | **Finish Date** |
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## Resources

### Budget:

* Details

### Personnel:

* Details

### Procurement:

* Details

## Overall Project Risks

| **Category** | **Description** |
| --- | --- |
| Schedule |  |
| Budget |  |
| Profitability |  |
| Technical |  |
| Organizational |  |
| External |  |

## Project Manager, Stakeholders, and Sponsors

| **Name** | **Role** | **Responsibilities** |
| --- | --- | --- |
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## Project Approval Requirements and Exit Criteria

The name of the person(s) who has the responsibility and authority to provide the final approval of a successful project.

* A list of the criteria that must be met for the project to be closed or cancelled.

## Project Sponsor & Client Approval

Project Sponsor:

Project Manager:

## Version Control

| **Document Version #** | **Approval Date** | **Modified By** | **Section, Page(s)and Text Revised** |
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