200665 M2|L1 Lab Blank Initial Project Charter Template

**The Project Charter Template**

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| Project Charter Topic | Description |
| Team Composition | * List core team members and support roles. |
| Team Purpose | * Describe the team's function and its role in delivering the product/solution. |
| Objectives | * State the primary goals and expected outcomes of the project. |
| Key Performance Indicators (KPI) | * Identify metrics used to evaluate project success (e.g., time, cost, quality, user satisfaction). |
| Sponsor | * Identify key stakeholders who support or fund the project. |
| Deadlines | * List key milestones and expected completion dates. |
| Resources | * Define available resources and constraints (budget, tools, personnel). |
| Meetings | * State the communication plan: meeting frequency, tools, and participants. |