

Project Charter

This is a simple and sample template in pdf format. If you want word format or customized template for your need you can write to me stating your need at hari.prasad@vedavit-ps.com or call me on phone www.pmlogy.com. I will be happy to help you in adopting project management discipline.

Project Name	
Project Code	
Customer Name	
Customer Location	
Project Manager Signature	
Project Manager Name	
Project Sponsor Signature	
Project Sponsor Name	
Approval Date	
Draft Date	

Project Purpose or Justification:

Project Description:

Project and Product Requirements: (High Level Requirement)

Acceptance Criteria:

- Technical
- Functional
- Non-Functional
- Quality
- Performance

Thresholds

- Scope
- Time
- Cost
- Quality

Initial Risks:

Assumptions:

Approvals Required

- Scope
- Time
- Cost
- Quality

High Level Milestone List

Initial Estimates

- High Level Budget
- Tentative Finish Date
- Tentative Duration
- Tentative Efforts