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](mailto:hari.prasad@vedavit-ps.com) or call me on phone [www.pmlogy.com](http://www.pmlogy.com). I will be happy to help you in adopting project management discipline.

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| --- | --- |
| 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