200665 M5|L1 Final Lab Initial Project Charter Template

**Exercise 2: The Project Charter Template**

**Part I: Instructions**

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| --- | --- |
| Project Charter Topic | Description |
| Team Composition | * List all team members * Provide a title and a brief description of their role |
| Team Purpose | * Describe the purpose of the team * Develop a brief and motivating team vision |
| Objectives | * List objectives the team must accomplish * Strive for actionable objectives |
| Key Performance Indicators (KPI) | * List Key Performance Indicators (KPI) the team will use to measure success |
| Sponsor | * Define the Product Sponsor * List Sponsor roles and responsibilities |
| Deadlines | * Provide a list of key milestones the team must meet |
| Resources | * List any resources required for the team to be successful * Identify initial funding required to Conceive and Plan |
| Meetings | * List times and places the team will meet * Include any other specific communication requirements |

**Part II: Blank Template**

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| --- | --- |
| Project Charter Topic | Description |
| Team Composition |  |
| Team Purpose |  |
| Objectives |  |
| Key Performance Indicators (KPI) |  |
| Sponsor |  |
| Deadlines |  |
| Resources |  |
| Meetings |  |