Project Charter

A project charter is a statement of the scope, objectives and participants in a project. It is also referred to as project definition or project statement. It provides a preliminary delegation of roles and responsibilities, outlines the project objectives, identifies the main stakeholders and it defines the authority of the project manage. It serves as a reference of authority for the future of the project. The terms of reference are usually part of the project charter, the project charter is usually a short document and it refers to more detailed documents such as; a new offering request or a request for a proposal. It is considered an industry best practice to have a project charter. A Project charter addresses following points:

-reasons for undertaking the project

-objectives and constraints of the project

-directions concerning the solution

-identities the main stakeholders in scope and out of scope items

-high level risk management plan

-communication plan

-target project benefits

-high level budget and spending authority

The three main uses of the project charter are to authorize the project using a comparable format for like return on investment, serves as the primary sales document for the projects ranking stakeholders, serves as a focal point throughout the project for example it is a baseline that can be used in team meetings and in change control meetings to assist with scope management.

<https://www.wrike.com/project-management-guide/faq/what-is-a-project-charter-in-project-management/>

<https://project-management.com/what-is-a-project-charter/>

<https://www.thebalancecareers.com/what-is-a-project-charter-2779599>

<https://www.youtube.com/watch?v=nMQwsmjLSlM>