# Project Charter

## Project Organization

| **Project Title** |  |
| --- | --- |
| **Project Duration** |  |
| **Project Manager** | @mention |
| **Project Sponsor** | @mention |
| **Communication** | *[Link to recurring ClickUp task/location]*  \_\[Link to communication channel\]\_ |

#### **Key Stakeholders**

| **Name** | **Department** | **Internal/External** |
| --- | --- | --- |
| @mention |  |  |
|  |  |  |
|  |  |  |

#### **Project Team**

| **Name** | **Department** | **Internal/External** |
| --- | --- | --- |
| @mention |  |  |
|  |  |  |
|  |  |  |

#### Resources

* *[Link to ClickUp tasks/locations]*

## Project Overview

*Include a brief summary of the project, why the project is being undertaken, and what the project aims to achieve.*

#### Success Metrics

| **Owner** | **Goal** | **How will we measure?** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

#### Scope of Work

| **In-Scope** |
| --- |
| **Owner/Team** |
|  |
|  |

| **Out of Scope** |
| --- |
| **Owner/Team** |
|  |
|  |

#### Deliverables

| **Team 1** |
| --- |
| **Dates** |
|  |
|  |

| **Team 2** |
| --- |
| **Dates** |
|  |
|  |

| **Team 3** |
| --- |
| **Dates** |
|  |
|  |

#### Milestones

| **Date** | **Event** |
| --- | --- |
|  |  |
|  |  |
|  |  |

#### Risks & Issues

| **Potential Risk** | **Perceived Impact** | **Mitigation Strategy** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

## Sign-Off

| **Approved** | **Date** | **Name** |
| --- | --- | --- |
|  |  | @mention |
|  |  |  |
|  |  |  |