**Project Charter**

**Project Title**:

**Prepared by**:

**Date Issued**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Mission**:

**Project Staffing:**

Project Manager:

Project Team Members Allotted Time on Project

1.

2.

3.

4.

**Project Scope Description**:

**Primary Client**:

**Stakeholders**:

**Anticipated Project Deliverables**:

**Project Milestones**:

**Activity**  **Date**

Phase 0 – Project Charter and Scope Statement

Phase 1 – Complete Project Plan

Phase 2 – Collect Data

Phase 3 – Conduct Analysis

Phase 4 – Prepare Report

Phase 4 – Deliver Report

**Budget**:

**Other Considerations**:

**Approval**:

Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_