PROJECT CHARTER   
for (Project Name/Type)  
more detailed project information

### Prepared for Business Name Street Address City, State, Zip Attn: Name, title email address

### Prepared By Your Name Business Name Street Address City, State, Zip email address phone number

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Insert Date

# **Executive Summary**

Provide high-level, summary information about the project and why it is needed.

# **Project Purpose**

With greater specificity, state the purpose of the project.

## Business Objectives

A project should support the objectives in the strategic plan. List specific strategic plan objectives and describe how the project supports each one.

# **Project Details**

Describe the project in greater detail.

## Requirements

List the high-level project requirements.

## Scope Statement

A scope statement is a narrative description of the project scope.

## Deliverables

List the project deliverables. A deliverable is a unique and verifiable product, result or capability to perform a service that must be produced to complete a process, phase or project.

## Estimated Schedule

Provide high-level schedule information.

|  |  |
| --- | --- |
| Project Milestones and/or Phases | Estimated Completion Date |
| Start of Project |  |
|  |  |
|  |  |
|  |  |
|  |  |
| End of Project |  |

## Estimated Budget

Provide high-level budget information.

|  |  |
| --- | --- |
| Resource Description | Estimated Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

## Human Resource Requirements

List the people from within the organization that will be assigned to the project.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Department/Title | Contact Information | Immediate Supervisor |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Procurements

List the known resources which must be procured.

|  |  |  |
| --- | --- | --- |
| Description | Source | Estimated Cost |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Risks

From a high-level perspective, identify project risks and provide some analysis.

## Completion Criteria

What must occur before the project is considered complete?

## Define Project Success

What specific measurable objectives must the project achieve to be considered successful?

## Assumptions

List the project assumptions.

## Constraints

List the project constraints.

# **Alternatives**

List the know alternatives to undertaking the project and state the pros and cons of each.

# **Stakeholders**

List all known project stakeholders.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Project Role | Organization | Contact Information |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **Project Manager**

Name the selected project manager and provide his or her contact information.

# **Project Authorization**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By initialing each page and signing below, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Project Sponsor, approve the project described herein and authorize it to begin.

*(Insert Name of Organization)*

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
 Signature of Project Sponsor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
 Project Sponsor Printed Name

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