

**Table 5-1. Elements of the Project Charter and Project Scope Statement**

<b>Project Charter</b>	<b>Project Scope Statement</b>
Project purpose or justification	Project scope description (progressively elaborated)
Measurable project objectives and related success criteria	Acceptance criteria
High-level requirements	Project deliverables
High-level project description	Project exclusions
High-level risks	Project constraints
Summary milestone schedule	Project assumptions
Summary budget	
Stakeholder list	
Project approval requirements (what constitutes success, who decides it, who signs off)	
Assigned project manager, responsibility, and authority level	
Name and authority of the sponsor or other person(s) authorizing the project charter	