*PROJECT CHARTER TEMPLATE EXPLANATION:*

This Project Charter template provides project managers, project teams and project stakeholders with a template that can be useful in initiating any project within a non-profit organization. For larger projects, the full template content is recommended to ensure the project begins effectively and efficiently. For smaller projects, an abbreviated form may be sufficient. The key is that a project that has a well thought-out and solidly documented project charter is much more likely to be successful in meeting the project’s goals and objectives.

**PROJECT CHARTER**

**<PROJECT NAME>**

**<ORGANIZATION NAME ADDRESS>**

**DATE**

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**EXECUTIVE SUMMARY**

The executive summary is a high-level summary of the issues or problems the project is to solve. The executive summary provides background information, general statements regarding the project’s purpose and justification and a brief description of the proposed project.

**PROJECT PURPOSE/JUSTIFICATION**

This section describes the purpose and justification of the project stated in business terms that support the organizational strategic objectives.

# Business Need/Case

This section identifies the business need/case (e.g., social or environmental need, organizational changes, client request, technological enhancement, grant requirement, legal requirement, etc.). It includes the intended benefits of the business case (i.e. target population being served, cost savings, process improvement, new services, etc.) as well as the priority of the project within the organization.

# Business Objectives

This section identifies the business objectives of the project and how they support the organization’s strategic plan. Business objectives should be quantified to the maximum extent possible, such as the number of clients served, cost savings, or benefits \achieved in dollars, etc.

**PROJECT DESCRIPTION**

This section is provides a high-level description of the project. This description provides only general information about the project.

# Stakeholders

This section includes a list of the expected major stakeholders and their roles in the project.

# Measurable Project Objectives and Success Criteria

Objectives should be SMART: Specific, Measurable, Attainable, Realistic, and Timely. These objectives are the most important success criteria the organization uses to judge the success of the project.

# Requirements

This section identifies the clear high-level project requirements the project must conform to and may include requirements from the organization’s processes/practices, clients, stakeholders and the project team.

# Constraints

Constraints are restrictions or limitations that the project must comply with and usually include limitations on resources, budget, schedule and dependencies on other projects.

# Assumptions

This section identifies an initial set of assumptions that are considered to be true for planning purposes.

# Preliminary Scope Statement

The preliminary scope statement identifies what is included in the project, and most importantly, what constitutes project completion.

**RISKS**

This section should include the known major high-level risks that apply to this project.

**PROJECT DELIVERABLES**

This section is a list of all deliverables to the customer, project sponsor, and/or stakeholders to complete the project.

**SUMMARY MILESTONE SCHEDULE**

This section is the initial, high-level project milestone schedule.

**PROJECT BUDGET**

The budget should contain the planned top-level component costs to complete the project.

**PROJECT APPROVAL**

This section defines the criteria for successful completion of the project. The criteria should be SMART so they are determinable by the identified project’s closeout authority.

**PROJECT MANAGER**

This section identifies the PM, his/her responsibility, and authority level.

**AUTHORIZATION**

This section provides the authorization for the project to proceed in accordance with the charter.

## Approved by:

Date:

<Project Sponsor>

<Project Sponsor Title>