Project Charter

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# Usage

This artifact formally authorizes the existence of a project and provides the project manager with the authority to apply organizational resources to project activities.

# 1. **Project Title**

* **Project Name**: Provide a descriptive project name.

# 2. **Project Purpose**

* **Business Case**: Briefly explain why this project is being undertaken. Include the problem or opportunity that it addresses.
* **Alignment with Strategic Goals**: Describe how the project aligns with the organization’s goals or strategy.

# 3. **Project Objectives**

* **Expected Outcomes**: List the anticipated results of the project (e.g., improved processes, increased revenue).
* **SMART Goals**: Define specific, measurable, achievable, relevant, and time-bound objectives.

# 4. **Scope Statement**

* **In Scope**: Describe what will be included in the project’s deliverables.
* **Out of Scope**: Clearly define what is not included to set boundaries.

# 5. **Project Deliverables**

* **Deliverable 1**: Describe each key deliverable, its purpose, and any associated deadlines.
* **Deliverable 2**: Additional deliverables as needed.

# 6. **Project Milestones**

* **Milestone 1**: Key dates or events that mark significant progress.
* **Milestone 2**: Further milestones as needed, with expected completion dates.

# 7. **Project Budget**

* **Estimated Cost**: Include an initial budget estimate.
* **Funding Source**: Note any sources of funding or financial constraints.

# 8. **Project Team and Stakeholders**

* **Project Sponsor**: The individual or group who champions and funds the project.
* **Project Manager**: The person responsible for planning, execution, and delivery.
* **Key Team Members**: List the roles of critical team members and departments.
* **Stakeholders**: Identify all stakeholders impacted or involved, including their roles and responsibilities.

# 9. **Resources**

* **Human Resources**: Required team members, skill sets, and any special expertise.
* **Physical/Technological Resources**: List tools, software, or equipment needed.
* **Financial Resources**: Any special funding or financial support.

# 10. **Risks and Assumptions**

* **Risks**: List key risks that may impact the project, along with their potential consequences.
* **Assumptions**: Document any assumptions made during project planning, such as resource availability or environmental factors.

# 11. **Constraints**

* **Time Constraints**: Deadlines or fixed delivery dates.
* **Budget Constraints**: Financial limits or budgetary restrictions.
* **Scope Constraints**: Any external factors limiting what can be delivered.

# 12. **Approval and Authority**

* **Authority of Project Manager**: Define the decision-making authority given to the project manager.
* **Signatures**: Include a section for formal sign-off by the project sponsor and any key stakeholders.