**Instructor Note:** For this portion of the Project Plan give any reader interested in your Project a quick overview of the Project. This is often a “Public” facing document that Stakeholder can request to get some details for the upcoming Project. This also represents the “Birth of the Project” and is the first document produced for the Project. *The template below is offered as a guide, you are welcome to search the internet for other examples*

Project Charter

**Project Name**:

**Brief Project Summary**: (25 Words or Less)

**Project Approval Date:**

**Project Sponsor:**

**Project Manager:**

**Project Start Date:** **Projected Finish Date:**

**Budget Estimate:**

**Initial Scope:**

**Project Deliverables:**

**Milestones:**

**Main Project Success Criteria:**

**Team Roles and Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Position** | **Sign-Off** |
|  |  |  |  |
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**Comments:** (Handwritten or typed comments from above stakeholders, if applicable)