**Project charter** – document used to define a project.

* Description/Purpose/Background
* Scope – what are you going to do and what are you not going to do.
* Objectives – what you are hoping to achieve. These are the results.
* Participants – This includes the roles and responsibilities. This includes other stakeholders as well.
* Risks – What are the things that can go wrong.
* Benefits – What do we get out of having our objectives.
* Costs and Timelines
* Constraints and Assumptions

https://project-charter-template.casual.pm/