|  |  |
| --- | --- |
| Project Title: |  |

Project Charter

INSTRUCTIONS:

Capture the below details about your project. Make sure you involve your sponsor(s) to help articulate each part of the project.

|  |  |
| --- | --- |
| 1 | Project Details |
| Business Need/Project Objectives: | |
|  | |
| Project Requirements: | |
|  | |
| Product Description/Deliverables: | |
|  | |
| Project Does Not Include: | |
|  | |
| Pre-assigned Resources: | |
|  | |

INSTRUCTIONS:

Document all the stakeholders involved in this project, so that everyone is clear on his or her responsibilities.

|  |  |  |  |
| --- | --- | --- | --- |
| 2 | Stakeholders List | | |
| Name | | Title | Role/Responsibility |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |

INSTRUCTIONS:

Name the milestone and assign a date. Then, describe the milestone in more detail, so anyone who views this document can understand what the project is all about.

|  |  |  |
| --- | --- | --- |
| 3 | Summary Milestone Schedule | |
| Milestone 1:  Date: | |  |
| Milestone 2:  Date: | |  |
| Milestone 3:  Date: | |  |
| Milestone 4:  Date: | |  |
| Milestone 5:  Date: | |  |

INSTRUCTIONS:

Capture the below details about your project. Make sure you involve your sponsor(s) to help articulate each part of the project.

|  |  |
| --- | --- |
| 4 | Project Considerations |
| High-Level Risks: | |
|  | |
| Acceptance Criteria: | |
|  | |
| Assumptions: | |
|  | |
| Constraints: | |
|  | |