

Project Charter Template

Project Title: Just-In-Time Training Project
Project Start Date: July 1
Projected Finish Date: June 30 (1 year later)
Project Manager: Kristen Maur

1 Budget Information

A summary of the project's estimated cost and budget allocation

2 Project Objectives

Description of the project's objectives, including the business need

3 Success Criteria

A description of success criteria, including project approval procedures

4 Approach

Summary of the planned approach for managing the project

5 Roles and Responsibilities

Name and Signature	Role	Position	Contact Information
Mike Sundby	Project Champion	VP of HR	msundby@globalconstruction.com
Lucy Camerena	Project Sponsor	Training Director	lcamerena@globalconstruction.com
Kristin Maur	Project Manager	Project Manager	kmaur@globalconstruction.com
Julia Portman	Steering Committee Member	VP of IT	jportman@globalconstruction.com
Tim Nelson	Steering Committee Member	Supplier Management Director	tnelson@globalconstruction.com

6 Comments

A section for additional comments from stakeholders