Project Management Foundations



with Bonnie Biafore

Project Charter

# Project Name Purpose

The reason for the project. This could be a business case. Or it could be a reason such as responding to new regulations, supporting a change in the organization’s strategic plan, or developing a new product to increase market share.

# High-level project description

A summary of the project. You might include high-level outcomes, success criteria, requirements, scope, risks, assumptions, and constraints.

# High-level milestone schedule

Significant points during the project, such as completion of important deliverables, completion of phases, and approvals

# Rough cost estimate and budget

A rough cost estimate, if available. In addition, it includes the funding available to perform the project as well as a list of funding sources.

# Stakeholders

An initial list of people or groups affected by the project

# Project manager

Name and position of the assigned project manager

# Project manager’s responsibilities

Work the project manager will perform on the project

# Project manager’s authority

The authority the project manager has related to staffing, budget, decisions, conflict resolution, and so on

# Formal declaration of sponsor’s support

The name, position, and authority of the project sponsor. In addition, it includes a statement of support by the sponsor, which can often be ghostwritten by a project manager).



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