**Project Charter**

**<*Optional: Company logo*>**

**<*Project Name*>**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Control** | | | |
| **Date (MM/DD/YYYY)** | **Version** | **Author** | **Changes** |
| <*modification date*> | <*version number*> | <*who made the modification*> | <*what was changed*> |

**Introduction**

<*Describe the main purpose of this document. Remember that the Project Charter is the document that provides a preliminary overview (i.e. risks, requirements and budget) of the project, authorize its beginning and assign the project manager. The sponsor is the person responsible for creating this document.>*

**Project Purpose**

<*Describe the problem that the project will solve. Show the past and the desired future situation after the project ends. Write its motivation.>*

**Project Manager, Responsibilities and Authority**

<*The project manager will be assigned. Also, his/hers attributions and responsibilities will be defined here. For example: deliver all milestones in the planned time, resolve conflicts in the team and contact suppliers.>*

**Goals**

<*Detail all project goals, what will be its benefits. Use SMART goals (Specific, Measurable, Achievable, Relevant and Time-bound).>*

**Premises**

<*List all project assumptions (what is expected to be true during the project). For example: the client will send all requirements in October, all team members are graduated in Computer Science, the project manager will be a certified PMP or the supplier will deliver a budget on the first week of September.>*

**Constraints**

<*List all project constraints (restrictions). For example: the project budget is $100,000.00, the client expects to receive a product prototype by the second week of December or at least 20% of the budget shall be used in Quality Assurance.>*

**Risks**

<*List the risks of the project. Note that the Project Charter will list the risks found before the planning of the project. The Risk management processes will detail all of them. For example: The product can be broken during transportation, team members will work remotely or renovations in the company building can cause power outages.*>

**Budget**

<*Write down the total project budget or expected cash flow. If possible, calculate the project Net Present Value.>*

**Requirements**

<*List the requirements of the project. Note that the Project Charter will list the requirements found before the planning of the project. The Scope management processes will detail all of them. For example: the chair structure shall be made in aluminum, the software shall be used only if the user is authenticated or the building shall have 15 stores.*>

**Milestones**

<*List all major project milestones (major deliveries) and its respective duration/forecast. If possible, you can put a budget estimation in each row of the table below.>*

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Duration/Forecast** | **Budget** |
| <Miles*tone 1. Example: Prototype*> | <*1 month*> | *<$10,000*> |
| <*Milestone 2. Engine development*> | <*3 months*> | *<$20,000*> |
| <*Milestone 3. Engine Field Test*> | <*2 months*> | *<$15,000*> |

**Project Team**

<*List the main stakeholders, their role and responsibilities. Note that the Stakeholders and Communications processes will detail all of them.>*

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibilities** |
| <*John Doe*> | <*Project Manager*> | <*Plan the project and lead the team. Responsible project success.>* |
| <*Jane Doe*> | <*Client*> | <*Provide all project requirements.>* |
| <*Robert Roe*> | <*Lead programmer*> | <*Execute the project activities.>* |

**Signoff**

<*Collect the sponsor and project manager signature after final document version for approval.>*

|  |  |  |
| --- | --- | --- |
| **Approvals** | | |
| **Participant** | **Signature** | **Date (mm/dd/yyyy)** |
| Project Sponsor |  | <*signature date*> |
| Project Manager |  | < *signature date*> |