



Project charter

CONFIRM THE EXISTENCE OF THE PROJECT

What does the project charter mean?

Also called scoping note, summary note, or project launch note, this document is issued by the sponsor of the project, to formally confirm the existence of the project.

It is a reference document that gives the project manager the authority to use organizational resources to carry out project activities.

When to use it?

INITIATION PHASE

It comes after the business case, and it's followed by the project planning phase.

How to use it ?

This document will help you validate the issues, the opportunity to be taken or the problem to be addressed, the benefits, the content, and the deliverables of the project.

Document structure

- Project justification
- Objectives and key performance indicators
- In Scope / Out of Scope
- Assumptions and Constraints
- Deliverables and Acceptance
- Budget Estimates
- Timeline
- Project manager