



PROJECT CHARTER



PROJECT TITLE:



PROJECT SPONSOR:



DATE:



1. BUSINESS NEED

Why is this project necessary?



2. PROJECT OBJECTIVES

What outcomes are we trying to achieve?

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3. HIGH-LEVEL SCOPE

What is included and excluded?

IN SCOPE:

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OUT OF SCOPE:

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4. STAKEHOLDERS

Who are the key stakeholders?

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5. BUDGET

High-level budget estimate

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6. SCHEDULE

Key milestones (high-level)

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7. RISKS

Initial risks and uncertainties

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8. ASSUMPTIONS

What assumptions are we making?

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9. SUCCESS CRITERIA

How will we measure success?

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10. AUTHORITY & APPROVAL

By signing below, I authorize this project and empower the project manager to apply organizational resources.

Sponsor Signature

Printed Name

Date



Clear Objectives, Aligned Stakeholders, Successful Projects.

