**Project Charter Template Example:**

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| --- | --- | --- |
| PROJECT TITLE: |  | |
| BRIEF DESCRIPTION: |  | |
| PROJECT SPONSOR: |  | |
| EXECUTIVE SPONSOR: |  | |
| PROJECT OWNER: |  | |
| PROJECT MANAGER: |  | |
|  |  | |
| PROJECT PURPOSE OR JUSTIFICATION: *(What needs to change? How does this align with strategic goals and how will you measure success?)* | | |
| PROJECT DESCRIPTION:  *(What are high level changes proposed by the project?)* | | |
| HIGH-LEVEL PROJECT OR PRODUCT REQUIREMENTS: *(What staff, equipment, consultants, and other resources needed?)* | | |
| SUMMARY BUDGET: *(What high level summary list of budget items do you need? You can split into people, supplies, equipment, major purchases, etc.)* | | |
| INITIAL RISKS AND MITIGATION: *(Ask your key stakeholder for their perspective? Do not list the normal project management challenges of limited resources as managing that is the purpose of a project manager’s job.)* | | |
|  | | |
| SUMMARY MILESTONES: *(What are key influencing dates? These can be regulatory, political, seasonal, cyclical, payment dates, major project work completion dates, etc.)* | | DUE DATE |
|  | |  |
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|  | |  |

PRIORITY PROJECT CONSTRAINT: *(check one)*

Time: Budget: Scope:

DESCRIBE *(State why the key stakeholder chose this as the priority constraint):*

SUCCESS CRITERIA: *(Ask your key stakeholders, “What comprises success in your mind?” Fill in only the sections that apply.)*

|  |  |
| --- | --- |
| SCOPE: | TIME: |
| COST: | QUALITY: |

CRITICAL SUCCESS FACTORS: *(this is a reminder checklist)*

* Executive sponsorship and buy-in from key stakeholders
* Clearly defined roles and accountabilities
* Communications
* Collaboration
* Focus on doing the job
* Timely decisions
* Managing Risk
* Project management tools and techniques and processes
* Coordination and integration of related and overlapping initiatives

ATTACHED DOCUMENTS: *(If available, provide preliminary drafts of the following for further clarity.)*

Budget, Scope, Timeline, Organization Chart, Communications, (RACI) Matrix, Other

**PROJECT SPONSOR:**

SIGNATURE DATE

**PROJECT OWNER(S):**

SIGNATURE DATE

**PROJECT MANAGER**:

SIGNATURE DATE