

PROJECT CHARTER TEMPLATE

Document Version: 1.0

Date: _____

Prepared By: _____

PROJECT INFORMATION

- Project Title: _____
- Project Manager: _____
- Project Sponsor: _____
- Charter Approval Date: _____

1. PROJECT JUSTIFICATION / BUSINESS CASE

- Purpose:
- Business Need/Opportunity:
- Strategic Alignment:
- Expected Business Value:
- Consequences of NOT Doing This Project:

2. PROJECT DESCRIPTION

- Purpose:
- Project Overview:
- Approach/Methodology:
- Key Success Factors:

3. SMART OBJECTIVES

Purpose:

Objective	Success Criteria	Target Date
1.		
2.		
3.		
4.		

4. SCOPE STATEMENT

- Purpose:
- Project Scope (What's INCLUDED):
- Project Exclusions (What's NOT INCLUDED):
- Assumptions:

5. KEY DELIVERABLES

Purpose:

Deliverable	Description	Completion Criteria
1.		
2.		
3.		
4.		

6. TIMELINE & MILESTONES

Purpose:

Project Duration: _____ (Start Date) to _____ (End Date)

Milestone	Target Date	Key Deliverable
Project Initiation		
Project Completion		

7. BUDGET FRAMEWORK

Purpose:

Total Project Budget: \$ _____

Budget Breakdown:

- Personnel Costs: \$ _____
- Technology/Equipment: \$ _____
- External Services: \$ _____
- Training: \$ _____
- Contingency (____ %): \$ _____
- **TOTAL:** \$ _____

Funding Source: _____

Budget Authority Limits:

- Project Manager spending limit: \$ _____
- Approval required for expenses over: \$ _____

8. RISKS & CONSTRAINTS

Purpose:

HIGH-LEVEL RISKS:

Risk	Probability	Impact	Mitigation Strategy
1.	High/Med/Low	High/Med/Low	
2.	High/Med/Low	High/Med/Low	
3.	High/Med/Low	High/Med/Low	

PROJECT CONSTRAINTS:

- Time Constraints:
- Budget Constraints:
- Resource Constraints:
- Technical Constraints:
- Regulatory/Compliance Constraints:

9. AUTHORITY & ROLES

Purpose:

Project Sponsor: _____

Role: Final decision authority, funding approval, issue escalation

Authority Level: _____

Project Manager: _____ -

Role: Day-to-day project execution, team management, progress reporting

Authority Level: _____ -

Budget Authority: \$ _____ (spending limit without approval)

Resource Authority: _____

Project Steering Committee:

Role: Strategic oversight, major decision approval

Authority Level: _____

10. KEY STAKEHOLDERS

Purpose:

Stakeholder	Role/Title	Interest/Impact	Influence Level
			High/Med/Low
			High/Med/Low
			High/Med/Low
			High/Med/Low
			High/Med/Low

11. PROJECT APPROVALS

Purpose:

Charter Approval:

By signing below, the undersigned acknowledge they have reviewed and approved this Project Charter and authorize the project to proceed to the planning phase.

Project Sponsor:

Name: _____

Signature: _____ Date: _____

Senior Management/Executive:

Name: _____

Signature: _____ Date: _____

Project Manager:

Name: _____

Signature: _____ Date: _____

NOTES AND NEXT STEPS

Immediate Next Steps: 1. 2. 3.

Charter Review Schedule:

Document Distribution List:

Template Notes: - This charter provides high-level information to be refined during detailed planning - All budget and timeline estimates are preliminary - Regular charter reviews may be needed as the project evolves - This document serves as the official authorization for project initiation