
Project Charter

Project:		Date:
Project Manager:		Project Sponsor:
Proposed Completion Date:		Proposed Budget:
Project Description: <i>Briefly describe the final project product or service (what)</i>		
Business Justification: <i>Identify the business need that describes why the project was selected; clarify how the situation will improve when the project is completed (why)</i>		
Major Project Components: <i>List major subprojects, segments, or components that make up the project work (what)</i>		
Project Objectives & Deliverables: <i>Describe quantifiable criteria used to measure completion of the project scope; define quality criteria for product or service acceptance (what)</i>		
Constraints/Assumptions: <i>Identify limiting factors or underlying assumptions regarding scope, cost, schedule, or quality</i>		
Known Risks: <i>List known risks (risk analysis and response planning will be documented separately)</i>		

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Procurement Items: <i>List known items that must be procured externally</i>	
Project Team Members & Other Stakeholders: <i>List major human resources and/or departments that should be involved in the project ; as applicable, note other senior management influencers (who)</i>	
Project Support and Authority: <i>Clearly identify the project manager and sponsor (who)</i>	
Authorization and Acceptance Project Sponsor: _____ Date: _____ Project Manager: _____ Date: _____	