# PROJECT CHARTER (Sample Template)

| Project Name: | Project Number: |
|---|---|
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| **1. PROJECT GOALS** |
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| *Describe the business need, opportunity or problem that the project was undertaken to address – i.e., the project justification.* |

| **2. DELIVERABLES** |
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| *Provide a high level list of "what" needs to be done in order to reach the goals of the project. Each deliverable should be sufficiently detailed so that the Project Team will understand what needs to be accomplished. Describe the deliverable using action words (verbs) such as "deliver, provide, create, research, etc. Deliverables should be measurable, so the Project Sponsor and Team can determine whether the deliverable has been successfully completed at the project's conclusion.* |

| **3. SCOPE DEFINITION** |
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| *Document the scope of work to be delivered. To assist you in defining scope, use documentation such as RFP', sales proposals, business requirements, functional specifications, etc. to set and limit the scope. In Scope is what the project will include to meet the requirements of the Project goals. Out of Scope excludes responsibilities, activities, deliverables or other areas that are not part of the Project.* |

| **4. APPROACH** |
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| *Provide a brief explanation about the project methodology which is to be used* |

| **5. PROJECT MILESTONES** |
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| *Identify the significant project milestones, including invoicing dates to the client.* |

| *Milestones* | *Deliverables* | *Date* |
|---|---|---|
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| **6. ASSUMPTIONS, CONSTRAINTS & DEPENDENCIES** |
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| *Identify the assumptions that were made to form the basis of defining scope. Also identify any assumptions that will be made for the purposes of planning the project. The objective here is to set the boundaries and address how the triple project management constraint (scope, time and cost) are potentially impacted/managed. List any constraints (potential factors that will impact the delivery or make it difficult to manage the project) on the project or dependencies on resources or funding to the project. Consider time, cost, dates and regulatory issues as constraints or dependencies to the project.* |

| **7. RELATED DOCUMENTS** |
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| *Reference any related documents that were used to define scope and assumptions – e.g., RFQ, RFP, Proposal, etc.* |

| **8. PROJECT ORGANIZATIONAL STRUCTURE** |
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| *Identify the key stakeholders and team members by function, name and role.* |

| Function | Name | Role/ Responsibilities |
|---|---|---|
| Sponsor | | Provides overall direction on the project. Responsibilities include: approve the project charter and plan; secure resources for the project; assist in the resolution of roadblocks. |
| Project Manager | | Leads in the planning and development of the project; manages the project to scope. Develop the project plan; identify project deliverables, ……. |
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| **9. PROJECT RISKS** |
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| *Identify the high-level project risks and the strategies to mitigate them.* |

| Risk | Mitigation Strategy |
|---|---|
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| **10. BUDGET** | | **11. TIME** | |
|---|---|---|---|

| **12. PROJECT AUTHORIZATION** | | |
|---|---|---|
| Authorized by: | *Authorization usually given by Sponsor, CEO or a Senior Manager* | Date |