Project Charter Document

Project Name:

Department:

Focus Area:

Product/Process:

Prepared By

Document Owner(s)	Project/Organization Role

Project Charter Version Control

Version	Date	Author	Change Description
		[Replace this text with the name of the Document Owner.]	Document created
		[Replace this text with the name of the Change Owner.]	[Replace this text with a list of changes for this Owner on this Date and Version.] • [Change 1] • [Change 2] • [Change *n*]

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1   PROJECT CHARTER PURPOSE

[**Replace the following text with your own statement of the Project Charter Purpose, or use the provided sample text.**]

The project charter defines the scope, objectives, and overall approach for the work to be completed. It is a critical element for initiating, planning, executing, controlling, and assessing the project. It should be the single point of reference on the project for project goals and objectives, scope, organization, estimates, work plan, and budget. In addition, it serves as a contract between the Project Team and the Project Sponsors, stating what will be delivered according to the budget, time constraints, risks, resources, and standards agreed upon for the project.

2   PROJECT EXECUTIVE SUMMARY

[Replace this text with a high-level view of:

- project goals
- objectives
- scope
- assumptions
- risks
- costs
- timeline
- approach
- organization]

3   PROJECT OVERVIEW

[Replace this text with the rationale and business justification for undertaking this project.]

4   PROJECT SCOPE

4.1   Goals and Objectives

Goals	Objectives
[Replace this text with Project Goals. For	[Replace this text with Objectives for each Goal. For example:

example: The project will provide an improved system for managing product returns.]	1. Develop a system by June that tracks an end-to-end process for 100% of product returns. 2. Integrate new system with Sales in order to improve customer satisfaction 40% by year end.]

4.2 Departmental Statements of Work (SOW)

Departmental SOW	Owner/Prime	Due Date/Sequence

4.3 Organizational Impacts

Organization	Impact to and Participation of Organization

4.4 Project Deliverables

Milestone	Deliverable
1. [Milestone Description]	• [Deliverable 1—description] • [Deliverable 2—description] • [Deliverable *n*—description]
2. [Milestone Description]	• [Deliverable 1—description] • [Deliverable 2—description] • [Deliverable *n*—description]
3.	•

4.5 Deliverables Out of Scope

[Replace this text with a description of key logical areas not considered part of the boundaries of this project. Examples of these Out-of-Scope Deliverables may include data, processes, applications, or business management.]

4.6 Project Estimated Costs & Duration

Project Milestone	Date Estimate	Deliverable(s) Included	Confidence Level

[Milestone 1]	[mm/dd/yy]	[Deliverable 1] [Deliverable 2]	[High/Medium/Low]
[Milestone 2]	[mm/dd/yy]	[Deliverable 1] [Deliverable 2]	[High/Medium/Low]

5 PROJECT CONDITIONS

5.1 Project Assumptions

- [Assumption 1]
- [Assumption 2]
- [Assumption 3]

5.2 Project Issues

Priority Criteria

1 − High-priority/critical-path issue; requires immediate follow-up and resolution.

2 − Medium-priority issue; requires follow-up before completion of next project milestone.

3 − Low-priority issue; to be resolved prior to project completion.

4 − Closed issue.

#	Date	Priority	Owner	Description	Status & Resolution
1	[mm/dd/yy]			[Issue 1 description]	[Replace this text with Status and Proposed or Actual Resolution.]
2	[mm/dd/yy]			[Issue 2 description]	[Replace this text with Status and Proposed or Actual Resolution.]

5.3 Project Risks

#	Risk Area	Likelihood	Risk Owner	Project Impact-Mitigation Plan
1	[Project Risk]	[High/Medium /Low]		[Replace this text with a description of the Mitigation Plan.]
2	[Project Risk]	[High/Medium /Low]		[Replace this text with a description of the Mitigation Plan.]

5.4 Project Constraints

- [Replace this text with a description of a Constraint.]
- [Constraint 2]
- [Constraint 3]

6 Project Structure Approach

[Replace this text with a description of how the project will be structured and what approach will be used to manage the project.

- What are the dependencies of the project?
- How will you Plan and Manage the project?]

7 Project Team Organization Plans

Project Team Role	Project Team Member(s)	Responsibilities
[Role Title]	[Name(s)]	[Replace this text with a description of the Role Responsibilities.]

8 PROJECT REFERENCES

Milestone	Deliverable
[Name of Document/Reference]	[Description with available hyperlinks]

9   APPROVALS

Prepared by   _____
                   Project Manager

Approved by   _____
                   Project Sponsor

                   _____
                   Executive Sponsor

                   _____
                   Client Sponsor

10 APPENDICES

10.1 Document Guidelines

10.2 Project Charter Document Sections Omitted