**Project Charter Template**

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| Part I – General Information |
| (1) Project Title |  |
| (2) Project ScopeAbstract |  |
| (3) Project Manager | (3) Level of Authority | (4) Project Sponsor(s) | (5) Type of Project Sponsor |
|  |  |  |  |
| (6) Product Description /Deliverables |  |
| (7) Project Objectives |  |
| (8) Work Site |  |
| (9) Pre-assignedResources |  |
| (10) Stakeholders List |
| Name | Title | Organization |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| (11) Summary Milestone Schedule |
| Description | Due Date |
|  |  |
|  |  |
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|  |  |
| (12) Summary Budget |  |
| (13) Assumptions | (13) Constraints |
|  |  |
| (14) High LevelProject Risks |    |

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| Part II – Business Information |
| (15) Main ContractTerms & Conditions |  |
| (16) Business Case |  |
| (17) Stakeholders MainExpectations |  |
| (18) StakeholdersEngagement |  |
| (19) StakeholdersRequirements |  |
| (20) Success Criteria |  |
| Part III – Organizational Information |
| (21) High-Level ProcessImprovement Plan |  |
| (22) OrganizationalProcess Definition |  |
| (23) Main LessonsLearned Applied |  |
| (24) Tools & Templates |  |

Signature(s)/Dates

Project Sponsor(s) Project Manager