**Project Charter Template**

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| Part I – General Information | | | | | | | |
| (1) Project Title |  | | | | | | |
| (2) Project Scope  Abstract |  | | | | | | |
| (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-assigned  Resources | |  | | | | | |
| (10) Stakeholders List | | | | | | | |
| Name | | | | Title | | Organization | |
|  | | | |  | |  | |
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| (11) Summary Milestone Schedule | | | | | | | |
| Description | | | | | | Due Date | |
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| (12) Summary Budget |  | | | | | | |
| (13) Assumptions | | | | | (13) Constraints | | |
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| (14) High Level  Project Risks |  | | | | | | |

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| Part II – Business Information | |
| (15) Main Contract  Terms & Conditions |  |
| (16) Business Case |  |
| (17) Stakeholders Main  Expectations |  |
| (18) Stakeholders  Engagement |  |
| (19) Stakeholders  Requirements |  |
| (20) Success Criteria |  |
| Part III – Organizational Information | |
| (21) High-Level Process  Improvement Plan |  |
| (22) Organizational  Process Definition |  |
| (23) Main Lessons  Learned Applied |  |
| (24) Tools & Templates |  |

Signature(s)/Dates

Project Sponsor(s) Project Manager