## Project Charter

***Applicable Processes/Procedures:*** *Identify the process for creating a project charter*

1. General Information:

Project Title – The proper name used to identify this project; Project ID – The working name or acronym that will be used for the project; Sponsoring Organization – The organization sponsoring this project; Sponsor Representative – The name of the person representing the Sponsoring Organization; Prepared by – The person(s) preparing this document; Version – Version of this document.

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| Project Title: |  | Project ID: |  |
| Sponsoring Organization: |  | Sponsor Representative: |  |
| Prepared by: |  | Version: |  |

1. Project Stakeholders:

List all applicable project stakeholders.

1. Executive Summary

Provide a brief overview of this project.

1. Project Purpose

Explain the reason(s) for doing this project.

* 1. Business Need / Problem

The Business Need / Problem is an issue or opportunity pertaining to the business which needs to be resolved / acted upon. State in specific terms the issue or opportunity this project will address. Often, the Business Need / Problem is a critical business issue or initiative in the Sponsoring Organization’s Strategic Plan.

* 1. Business Objectives

Define the specific Business Objectives of the project that correlate to the strategic initiatives or issues identified in the Sponsoring Organization’s Strategic Plan. Every Business Objective must relate to at least one strategic initiative or issue and every initiative or issue cited must relate to at least one project business objective.

1. Project Overview
   1. Project Description

Describe the project focus, approach, customer(s), and the boundary limits of the project.

* 1. Scope

The Project Scope addresses the who, what, where, when, and why of a project.

* 1. Assumptions

Assumptions are statements taken for granted or accepted as true without proof. Assumptions are made in the absence of fact. List and describe the assumptions made in the decision to charter this project.

* 1. Constraints

Constraints are boundary conditions that the project must stay within. List and describe the constraints applicable to this project.

1. Project Requirements / Deliverables

The Project Requirements / Deliverables define what the project must accomplish, including the customer/ user requirements and products / services to be provided by the project.

1. Schedule: Milestones and Deliverables

Provide a list of Project Management Milestones and Deliverables. This list of deliverables is not the same as the products and services provided by the project, but is specific to the management of the project. An example of a Project Management Milestone is the Project Plan Completed.

1. Costs / Budget

Identify the initial funding required by the project and/or committed to this project by the project sponsor. Additional funding may be requested / committed upon completion of the detailed project plan.

1. Personnel & Other Resources

Identify the personnel and other resources required by the project and/or committed to this project by the project sponsor. Additional resources may be committed upon completion of the detailed project plan.

1. Project Risks

Risks are statements of issues or problems that have the potential to arise but have not yet occurred. List and describe the initial risks for this project.

1. Project Organization
   1. Project Organization Chart

Provide a graphic depiction of the project’s organizational structure. The project’s hierarchal diagram begins with the project sponsor and includes all project stakeholders.

* 1. Roles & Responsibilities

Describe the Roles and Responsibilities of all project stakeholders identified for this project.

1. Approval Signatures

The Signatures of the people below document acceptance and approval of the formal Project Charter. The Sponsor Representative must have the authority to commit the organization’s resources to the project. The Project Manager is empowered by this charter to proceed with the project as outlined in the charter.