



Project Charter Template

Project Name:			
Project Manager:			
Prepared by:		Date:	Version #:
Synopsis:	<i>Briefly summarize the salient aspects of the project by answering the questions "Why?" (purpose), "What?" (product description/ scope), "When?" (time), and "How much?" (resources) – this summary is expanded in the sections below....</i>		
Purpose/ Business Need:	<i>Identify the need the product is intended to meet (either as a problem to solve or as an opportunity to exploit) and the customers or end users who are to receive, make use of, and benefit from the product developed by the project</i>		
Product Description and Deliverables or High Level Requirements:	<i>Where possible, identify what product is to be delivered at the end of the project, and at any interim delivery points. Describe the product sufficiently to enable the project team and client to understand what is being created. Where relevant identify the project boundaries, exclusions and interfaces. Alternatively, identify the requirements the project has to fulfil and how the requirements will be identified, defined and tracked through to delivery.</i>		
Objectives and success criteria	<i>Briefly indentify any key objectives the project is expected to achieve such as contracted completion dates, agreed prices, safety, training, etc. For each objective define the measured success criteria (KPI) and if appropriate who determines success – maximum 4 or 5 KPIs</i>		
Summary Milestones	#	Milestone Description	Date
	1	<i>Any contracted or other key Milestone dates</i>	
	2	<i>Add rows as needed</i>	
Benefits realisation:	<i>Identify the high level benefits the project is expected to enable, the person responsible for realising each benefit, and how the benefit will be tracked (reference benefits management plan).</i>		
Assumptions, Constraints, Risks:	<i>Briefly identify salient / high level assumptions, constraints, and known risks, if any, which can be anticipated to have a major impact on the process and/or outcome of the project</i>		

Authorisation levels:	<p><i>Assigned project sponsor, responsibility and authority level</i></p> <p><i>Assigned project manager, responsibility and authority level</i></p> <p><i>Any other authority such as Change Control Board or steering committee, their , responsibilities and authority levels</i></p> <p><i>Escalation routes</i></p>
Project Management:	<p><i>Briefly indicate general approach to managing the work including:</i></p> <p><i>Project management team</i></p> <p><i>Summary schedule</i></p> <p><i>Summary budget (cash flow)</i></p> <p><i>Summary strategy, method statement, and methodology for accomplishing the work (eg, an Agile development within a PRINCE2 framework)</i></p>
Resources:	<p><i>Indicate required and/or available resources to be used on the project. As appropriate, indicate financial, personnel, and material resources (such as facilities, equipment, supplies, and services)</i></p>
Stakeholders:	<p><i>List the primary stakeholders including Sponsor, Customer and any other key person or organisation with their role</i></p>
Acceptance / Exit Criteria:	<p><i>Indicate who will accept each specified project deliverable and the method and criteria to be used to accept them as complete and adequate</i></p>
References:	<p><i>List any documents referenced in the text above or that are important to the work of the project: contracts, business case, specifications, SoW, etc.</i></p>
Change Management:	<p><i>Indicate the procedures to be used for making and documenting changes to this project charter</i></p>
Other:	<p><i>Identify and explain any other matters that are important for the initiation and conduct of the project. Focus on charter issues of importance between the customer, th project sponsor and the project manager. This section is not for describing the project plan</i></p>
Charter Approval:	<p><i>Name and authority of the project sponsor and any other person approving this project charter, with space for signatures and dates.</i></p>