HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the recommended content for a Project Charter document, as described in the PMI Project Management Body of Knowledge (PMBOK® Guide, Third Edition). This template provides suggestions designed to prompt the Project Manager and help in the creation of the Project Charter document. The information for the Project Charter is located on pages 81-86, of "A Guide to the Project Management Body of Knowledge" (PMBOK® Guide), Third Edition.

Deleting the [....] text

When the template is complete, the Project Charter document can be printed and approved.

Prior to printing, you should delete all *[....]* prompt text *(in italics and blue text).*

Saving the Project Charter document under its own name

Save the Project Charter document by selecting the "SAVE-AS" command; this will avoid overwriting this template. Remember to specify your own Project Directory.

Once your Project Charter document is completed check the document against the following Quality Criteria:

- **Is the level of authority of the Project Sponsor commensurate with the anticipated size, risk and cost of the project?**

- **Is there sufficient detail to allow the appointment of an appropriate Project Manager?**

- **Have the project budgets received preliminary review and approval from the executive management team?**

- **Are all the known stakeholders identified?**

- **Does the Project Charter describe the "project success criteria"?**

NOTE: Remember to delete this page of instructions from your final document.

<Company Logo>

PROJECT CHARTER

<Project Name>

Date: October 27, 2008

Version: <Insert Current Version#>

Project Charter Document History

Document Revisions

Author	Release Date	Reason for Changes	Version #	Approval
<author name>	<rel. date>	initial draft	Draft 0.1*	<name>

NOTES:
- *Signed approval forms are filed in the Management section of the project files.*
- *Drafts should be version numbered "Draft 0.1", "Draft 0.2", etc. Accepted Releases should be version numbered "1.X", "2.X", etc.*
- *This document requires the following approvals:*
  - *<List those with approval authority>*
  -

Version #	Release Date	Summary of Changes (since previous version)
Draft 0.1*	<rel. date>	

Distribution History
This document has been distributed to:

Name	Title	Company	Distribution Date	Distributed Version #
<recipient's name>	<recipient's title>	<Company Name>	<date sent>	<version # sent>

NOTES:
- *This document is only valid on the day it was printed.*
- *The document source is located at <document address>, on the project server.*

Table of Contents

1. Executive Summary

[The information in the Project Charter authorizes a project.]

[The Executive Summary provides a brief overview of the project and provide enough of a description to complete the following sections. The Project Charter documents the business needs, project justification, current understanding of the customer's requirements, and the product, service, or result that is intended to satisfy those requirements. If information to complete the following sections is not available, state that it is unavailable, then state the person accountable and schedule for completion.]

< compose a brief summary as describe above.>

2. General Project 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.]

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

3. Project Stakeholders

List all applicable project stakeholders.

Position	Title/Name/Organization	Phone	E-mail
Sponsor Representative			
Program Manager			
Project Manager			
Customer / User Representative(s)			

4.   Project Purpose

[Explain the reason(s) for doing this project.]

4.1. Business Issue

[The Business Issue or Opportunity pertaining to the business is typically an area of "change" needing to be resolved. State in specific terms the issue or opportunity this project will address. Often, the Business Issue is a critical business initiative in the Sponsoring Organization's Strategic Plan.]

4.2. 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.]

Strategic Plan Element	Project Business Objectives

[Explain what the project is trying to achieve by stating its objectives which should be measurable and defined in terms of the projects major deliverables, effort, cost, tolerances and business benefits expected. State the objectives following the SMART formula (Specific, Measurable, Attainable, Reasonable, and Timely).]

5.   Project Overview

5.1. Project Description

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

5.2. Scope

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

5.3. 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.]

5.4. Constraints

[Constraints are boundary conditions that the project must stay within. List and describe the constraints applicable to this project. Describe the known constraints of the project, e.g. there may be constraints on the amount of resources available to the project or the location of the project team.]

6. 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 and the Work Product delivered.]

7. Project Management Milestones & 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.]

Milestone / Deliverable	Estimated Date	Responsible Individual

8. Project Budget & Costs

[Identify the initial funding required by the project and/or committed to this project by the Project Sponsor. Additional funding may be requested and committed, upon completion of the detailed Project Plan.]

Purpose	Amount	Budget Source
	$	
	$	

9.   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.]

Resources	Description
Project Team	
Support	
Facilities	
Equipment	
Software Tools	
Other	

10. 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.]

11. Project Organization

11.1.   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.]

11.2. Roles & Responsibilities

[Describe the Roles and Responsibilities of all project stakeholders identified for this project. Include the names of all known users, customers and any other project stakeholders which may be involved in or interested this project.]

Stakeholder Title	Name	Roles & Responsibilities

12. Associated Documents

[Make reference (include location and title and author of the document) to any other earlier work that may include useful information, such as an estimate of the project size and duration, a view of the risks faced etc]

13. Other Information

[If the Project Charter is based on earlier work or an earlier project, there may be other useful information. For any referenced information, include the document name, location, author, final version, and final version date.]

14. 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.

Position/Title	Signature/Printed Name/Title	Date
Sponsor Representative		
Program Manager		
Project Manager		