

PROJECT CHARTER
TEMPLATE

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Revision History

Version	Date	Description	Author	Reason for Revision
0.1		Initial Draft		

1. EXECUTIVE SUMMARY

2. JUSTIFICATION

2.1 Business Need

2.2 Strategic Alignment

3. SCOPE

3.1 Objectives

3.2 High-Level Requirements

3.3 Major Deliverables

3.4 Boundaries

In Scope:

-

Out of Scope:

-

4. DURATION

4.1 Timeline

5. ASSUMPTIONS, CONSTRAINTS, ISSUES & RISKS

5.1 Assumptions & Constraints

- Constraint:
- Assumption:

5.2 Issues and Risks

- Issue:
- Risk:

Definitions:

Constraint: Constraints are proven to be true, impacts we have no control over, and cannot be mitigated,

Assumption: Assumptions are assumed to be true,

Issues: Issues are current problems impacting the project that we do have control over and are able to mitigate,

Risks: Potential *positive* or *negative* future events that could impact the project. High and medium risks should be frequently monitored and updated. Positive risks are beneficial while negative risks are harmful.

6. PROJECT BUDGET

6.1 Funding Source

Start Date:	End Date:	Estimated Cost:
Funding Source: <ul style="list-style-type: none">•		
Notes:		

7. SUCCESS INDICATORS

8. PROJECT ORGANIZATION

Project Team Role	Project Team Member(s)
Executive Sponsor	
Project Owner	
Project Manager	
Project Team	

9. COMMUNICATION PLAN

Communication Type	Description	Owner	Delivery Method	Frequency	Audience

SIGNATURES

Approvals

Name	Signature	Date
Name Executive Sponsor		
Name Project Owner		
Name Project Manager		