Project Charter

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| **Project Name** |  |
| **[Project ID](#ProjectID" \o "issued by PMO)** |  |
| [**Project Sponsor**](#ProjectSponsor) | [Title], [Department], [Name] |
| **[Project Owner](#ProjectOwner" \o "An individual who ensures that the project goals are aligned with the organization’s strategy, gathers support from senior leaders, and helps to resolve conflicts and remove obstacles that may occur throughout the project. They are accountable to Sponsor.)** | [Title], [Department], [Name] |
| [**Project Manager**](#ProjectManager) | [Title], [Department], [Name] |
| [**Project Team**](#ProjectTeam) | [Title], [Department], [Name][Title], [Department], [Name][Title], [Department], [Name] |
| **Project Start Date** |  | **Estimated Completion Date** |  |

# [Problem Statement](#ProblemStatement)

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# [Goal Statement](#GoalStatement)

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# [Project Scope](#ProjectScope)

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| **In Scope** | **Out of Scope** |
|  |  |

# [Expected Outcomes or Deliverables](#Deliverables)

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# [Project Milestones](#Milestones)

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| **Milestone** | **Expected Date** |
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# [Key Stakeholders](#Stakeholders" \o "Individuals and groups who are actively involved in the project, or whose interests may be positively or negatively affected as a result of project execution or successful project completion.)

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| **Key Stakeholders** | **Role to the project** | **Responsibilities/ Contribution** |
| [Title], [Department], [Name] | Project Sponsor | * Ultimate decision-maker
* Provides project oversight and guidance
* Reviews/approves some project elements
* Approves changes to scope
 |
| [Title], [Department], [Name] | Project Owner | * Defines the scope of the project
* Assembles project team
* Collects all requirements
* Accountable for successful project implementation
* Communication link between Sponsor and Project Manager
 |
| [Title], [Department], [Name] | Project Manager | Manages project-level activities on behalf of Project Sponsor |
| [Title], [Department], [Name] | Project Team | Executes project work according to plans. |
| [Group or Titles] | Customer |  |

# [Assumptions, Constraints, or Risks](#_Assumptions,_Constraints,_or" \o "Document initial critical project assumptions, constraints, or risks.)

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| **[Assumptions](#Assumptions" \o "things you have assumed to be true, but may not be (e.g., dedicated personnel will be assigned to the project).)** |
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| [**Risks**](#Risks) |
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| [**Constraints**](#Constraints) |
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# Project Authorization

This project charter formally authorizes the existence of the project, [Insert Project Name], and provides the Project Manager with the authority to apply organizational resources to project activities described herein. If there is a change in the project scope, the project charter will be updated and submitted for re-approval by the undersigned.

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*[Insert Name and Title]*     Date

*Project Sponsor*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Insert Name and Title]*  Date

*Project Owner*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Insert Name and Title]* Date

*Project Manager*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Insert Name and Title]* Date

*[Insert role of additional signees as needed]*