

# PROJECT CHARTER

## for (Project Name/Type)

*more detailed project information*

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**Prepared for**  
**Business Name**  
**Street Address**  
**City, State, Zip**  
**Attn: Name, title**  
**email address**

Prepared By  
Your Name  
Business Name  
Street Address  
City, State, Zip  
email address  
phone number

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## EXECUTIVE SUMMARY

Provide high-level, summary information about the project and why it is needed.

## PROJECT PURPOSE

With greater specificity, state the purpose of the project.

## BUSINESS OBJECTIVES

A project should support the objectives in the strategic plan. List specific strategic plan objectives and describe how the project supports each one.

## PROJECT DETAILS

Describe the project in greater detail.

## REQUIREMENTS

List the high-level project requirements.

## SCOPE STATEMENT

A scope statement is a narrative description of the project scope.

## DELIVERABLES

List the project deliverables. A deliverable is a unique and verifiable product, result or capability to perform a service that must be produced to complete a process, phase or project.

## ESTIMATED SCHEDULE

Provide high-level schedule information.

Project Milestones and/or Phases	Estimated Completion Date
Start of Project	
End of Project	

**ESTIMATED BUDGET**

Provide high-level budget information.

Resource Description	Estimated Cost
<b>TOTAL</b>	

**HUMAN RESOURCE REQUIREMENTS**

List the people from within the organization that will be assigned to the project.

Name	Department/Title	Contact Information	Immediate Supervisor

**PROCUREMENTS**

List the known resources which must be procured.

Description	Source	Estimated Cost


**RISKS**

From a high-level perspective, identify project risks and provide some analysis.

**COMPLETION CRITERIA**

What must occur before the project is considered complete?

**DEFINE PROJECT SUCCESS**

What specific measurable objectives must the project achieve to be considered successful?

**ASSUMPTIONS**

List the project assumptions.

**CONSTRAINTS**

List the project constraints.

**ALTERNATIVES**

List the know alternatives to undertaking the project and state the pros and cons of each.

**STAKEHOLDERS**

List all known project stakeholders.

Name	Project Role	Organization	Contact Information
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## PROJECT MANAGER

Name the selected project manager and provide his or her contact information.

## PROJECT AUTHORIZATION

Date: \_\_\_\_\_

By initialing each page and signing below, I \_\_\_\_\_, the Project Sponsor, approve the project described herein and authorize it to begin.

*(Insert Name of Organization)*

By: \_\_\_\_\_

Signature of Project Sponsor

\_\_\_\_\_  
Project Sponsor Printed Name

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