

Project Charter

Project Title			
Project Manager		Project Sponsor or Customer	
Project Objective Statement			
Project Start Date		Estimated Effort	
Project End Date		Estimated Costs	

Initial Situation (Description of the problem or the opportunity)

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Project Objective Definition

Project purpose or benefit (For what?)	Project Customers and Key Users (For whom?)
Project Scope (Deliverables, What?)	Acceptance Criteria (Metrics)
Non-Deliverables (Is Not)	Delivering other (Is Other)

Constraints			
Assumptions			
Constraints			
Project Priorities	1 st	2 nd	3 rd

Project Risk	
Major Project Risks	Preventive Action or Measure

Parties involved with effort		
Involved departments or persons	Effort	Timeframe

Milestone plan		
Project phase	Milestone	Due Date

Signature Project Manager
 (Project is feasible)

Signature Sponsor or Customer
 (Project is profitable)