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| **Project Charter** |
| **Project Title** |  |
| **Project Manager** |  | **Project Sponsor or Customer** |  |
| **Project Objective Statement** |  |
| **Project Start Date** |  | **Estimated Effort** |  |
| **Project End Date** |  | **Estimated Costs** |  |
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| **Initial Situation:** |  |
|  |  |
| **Project Purpose** | **Project Customers and Key Users** |
|  |  |
| **Project Scope** | **Acceptance Criteria** |
|  |  |
| **Is Not** | **Is Other** |
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| **Project Charter (cont’d)** |
| **Assumptions:**  |  |
| **Constraints:** |  |
| **Project Priorities:** | **1st** | **2nd** | **3rd** |

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| **Major Project Risks** | **Preventive Action or Measure** |
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| **Contributing Organizations** - Project Team | **Effort** | **Timeframe** |
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| **Project Phase** | **Milestones** | **Due Date** |
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| **Signature Project Manager**(Project is feasible) | **Signature Sponsor**(Project is worth doing) |