|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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:** |  | | | |
|  | |  | | |
| **Project Purpose** | | **Project Customers and Key Users** | | |
|  | |  | | |
| **Project Scope** | | **Acceptance Criteria** | | |
|  | |  | | |
| **Is Not** | | **Is Other** | | |
|  | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Charter (cont’d)** | | | |
| **Assumptions:** |  | | |
| **Constraints:** |  | | |
| **Project Priorities:** | **1st** | **2nd** | **3rd** |

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