Name of Project

Project Charter

I. Revision History:

Revisions are a history of approved changes once the document has been approved.

Revision	Date Issued	Description	Author
1.0		Initial Version for Approval	

The following describes when required updates to the project charter will be performed.

Required Changes Upon (for example – you may have others/different ones**):**

- Completion of project planning
- Approval of a major scope change
- Change in project leadership
- A cumulative total budget increase of 10 percent

II. Introduction:

The introduction covers the purpose of the charter. For example:

The project charter defines the scope, objectives, and overall approach for the work to be completed. It is a critical element for initiating, planning, executing, controlling, and assessing the project. In addition, it serves as a contract between the project team and the project sponsors, stating what will be delivered as agreed upon for the project.

III. Business Needs/Project Justification:

- Describe reason for project in terms of business strategy
- Provide both tangible and intangible reasons

IV. High-level Project Description:

- Very high level description of what is contained in the project

V. Organization Accountabilities:

- Below are some suggestions of what might be included – this section details the high level roles with their responsibilities and authorities.

Name	Role	Accountability
	Executive Sponsor	Final authority on project; the person who authorizes the charter/project. . The ultimate owner of the customer organization.
	Program Lead	Immediate person responsible for the acceptance criteria of the project deliverables and day-to-day direction and governance of the project.
	Project Manager	Manage all project activities and provide necessary reporting to all levels of management and stakeholders.
TBD	Other key roles	

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VI. Cost\Benefit Analysis:

- Total cash investment to deliver project is $????MM
- Benefit in terms of $????MM

VII. Budget Summary*:

Capital Expenses	Non-Capital Expenses	Internal Labor	Project Reserve	Project Total

** All amounts are estimated.*

VIII. Assumptions and Constraints:

Important to establish these upfront so everyone is on e the same page. Don't assume that everyone knows these without them being stated clearly.

Assumptions:

-

Constraints:

-

IX. Project Milestones (required by the business):

#	Milestone Description	Estimated Date
1	Major milestones	
2		
3		
4		

X. Preliminary Scope Statement:

In Scope:

- What is in scope (high level requirements)

Out of Scope:

- Very important to include this as well. Helps prevent scope creep

XI. Project Delivery and Approval Requirements

- This details what constitutes project approval, who decides it and who signs off. Identifies measurable project objectives and related success criteria.

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XII. Policies, Standards, and Regulations that Apply to the Project:

- Xyz Company standards
- Technical standards
- Etc