|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Title:** |  | | | |
| **Project Sponsor:** |  |  | **Business Owner:** |  |
| **Project Manager:** |  |  | **Date Prepared:** | <YYYY-MM-DD> |

**Project Purpose:**

|  |
| --- |
| <A single sentence that describes the purpose or intended result of the project> |

**Brief Background:**

|  |
| --- |
| <1 or 2 paragraphs describing the context and events that led to this project> |

**Project Description:**

|  |
| --- |
| <A description of the product or result that will be created through this project. Could include a brief outline of the scope of work> |

**Project Objectives:**

|  |  |
| --- | --- |
| Objective | Success Criteria |
| **<An outcome of the project>** | <How will it be determined that the objective has been met?> |
|  |  |
|  |  |
|  |  |
|  |  |

**Initial Risks:**

|  |
| --- |
| 1. <A list of unknowns that have the potential to alter the project in a negative or positive way. The risks here should be major and of interest to the sponsor.> |

**Help Using This Template**

The Project Charter is used to formally initiate the project and to authorize the Project Manager to begin planning. It should be signed off before any significant effort goes into the project or else the project risks going out of control.

This document should never change during the course of the project. If the scope of the project changes drastically, to the point where the original charter is invalid, you may want to consider cancelling the project and starting a new one.

*Delete this box after reading.*

**Summary Milestones:**

|  |  |
| --- | --- |
| Milestone Name | Due Date |
| <Significant points in time against which the project’s progress will be tracked.> | <YYYY-MM-DD> |
|  |  |
|  |  |
|  |  |

**Estimated Budget:**

|  |
| --- |
| <1-2 sentences describing the project’s budget and the source of the funds.> |

**Project Manager Authority Levels:**

|  |  |
| --- | --- |
| Staffing Decisions | <In addition to the normal authority invested in the PM’s position, what other authorities is the PM being given to staff the team? e.g. the ability to approach functional managers, or the ability to have a competition run on their behalf by functional manager, etc…> |
| Budget Management & Variance | <What is the authority of the PM to create and manage the project’s budget? To create and use management reserves? To go over budget?> |
| Procurement Decisions | <In addition to the normal procurement authority of the PM’s position, what other authorities is the PM being given to initiate and manage procurements? e.g. Who should initiate procurements on their behalf?> |
| Escalation Path for Authority Limitations | <If the PM’s authority is insufficient, what is the process for overcoming the limitation? Who should they talk to?> |

**Approvals:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Project Manager Signature |  | Sponsor Signature |
|  |  |  |
| Project Manager Name |  | Sponsor Name |
|  |  |  |
| Date |  | Date |