

Simple Project Charter

Define the project purpose, boundaries, ownership, and approval before work begins. Edit the blank fields in Word or print and write by hand.

Project Name _____	Project Sponsor _____
Project Manager _____	Date _____
Version _____	Target Completion _____

Purpose and Business Need

What problem or opportunity does this project address?

Objectives and Success Criteria

State measurable outcomes where practical.

Scope

In scope:

Out of Scope

Major Deliverables

Key Stakeholders and Roles

Name the sponsor, project manager, and principal team owners.

Milestones

Milestone	Target Date	Owner

Approval

Sponsor Signature _____	Date _____
Manager Acceptance _____	Date _____

This template supports project planning; it is not a contract or certification of compliance.