

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.

Project Charter Continued

Milestones

Milestone	Target Date	Owner

Assumptions and Constraints

Time, budget, resources, and dependencies.

High Level Risks

Approval

Sponsor Signature _____	Date _____
Manager Acceptance _____	Date _____

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