

Appendix

Project Charter Form

Project Charter

Project Name

Project Manager

Project Sponsor(s)

Who are the sponsors for the project and what are their key roles?

Background

What is the project history, background, current status, driving forces, other relevant factors?



Objectives

What are the objectives for the project? What does it seek to accomplish? Goals should be specific, measurable, attainable, realistic, and timely (SMART).

Scope

Outline the details of the project scope. What is in scope? What is out of scope?

IN Scope

OUT of Scope

Major Deliverables

Outline the major deliverables expected from the project.



Assumptions

What are key assumptions in terms of resources, availability, time, etc. which may impact the project?

Constraints

What are key constraints that all project members must be aware of which might impact results?

Time and Major Milestones

Outline significant milestones, deadlines, and dates that you seek to meet.



Cost/Budget/Financial Assumptions

What specific assumptions are being made with regard to financial matters?

Quality Specifications

Outline any specific quality outcomes or expectations.

Major Risks

Provide details about any potential significant risks.



Related Projects/Dependencies

What other projects exist that create dependencies with this one?

Other

What other relevant thoughts and issues arise?

Project Manager Approval	<i>Signature</i>
Sponsor(s) Approval	<i>Signature</i>
	<i>Signature</i>
	<i>Signature</i>

