

# Project Charter

Project Name \_\_\_\_\_

## Sponsor(s)

Discuss who are the sponsors for the project and what are the key roles they serve.

## Background

What is the project background, status, driving forces, etc. Is this program addressing a current or future problem?

## Objectives/Goals

**BENEFITS and opportunities being addressed**

What are the objectives for the project, what does the project seek to accomplish.

## In Scope/Out of Scope

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

In

Out



## Major Deliverables

- 1.
- 2.
- 3.

## Assumptions

- 1.
- 2.
- 3.

## Constraints

What are key constraints that all project members must be aware of that might impact the results.

## Time/Major Milestones

Outline significant milestones and dates that you seek to reach

## Cost/Budget/Financial Assumptions

What specific assumptions are being made in these areas..

## Roles and Accountabilities

What parties will be involved and what role will they play? Be specific. Who else is or needs to be involved?



## Major Risks

Provide details of significant risks.

## Related Projects/Dependencies

What other projects exist that create dependencies on this one?

- 1.
- 2.
- 3.

## Impact on Other Services/Other Key Stakeholders

Briefly relate which services and/or departments will be highly impacted by this "Business Proposal" and how will these impacts be addressed?

## Risks and Challenges

Describe the risks and challenges associated with this proposal and explain how they will be addressed.

Describe the risks and challenges of not proceeding with this proposal.

If funding/support is not possible, what will be your next course of action?



## Measures of Success

What measures will be monitored to determine the success of this proposal?

Possible measures include, but are not limited to, the following: **Financial indicators, Quality indicators, Operational indicators.**

## Exit Strategy

