

PROJECT CHARTER

Project Title: _____

Project Sponsor: _____ Date Prepared: _____

Project Manager: _____ Project Customer: _____

Project Purpose or Justification:

Project Description:

High-Level Requirements:

High-Level Risks:

PROJECT CHARTER

Project Objectives	Success Criteria	Person Approving
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Scope:

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Time:

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Cost:

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Other:

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Summary Milestones	Due Date

PROJECT CHARTER

Estimated Budget:

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Stakeholder(s)	Role

Project Manager Authority Level

Staffing Decisions:

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Budget Management and Variance:

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PROJECT CHARTER

Technical Decisions:

Conflict Resolution:

Approvals:

Project Manager Signature

Sponsor or Originator Signature

Project Manager Name

Sponsor or Originator Name

Date

Date