**Project Title**

**Charter**

## A. project organization

|  |  |
| --- | --- |
| **Project****Co-Sponsors**  | *Name, Title, Organization/Division* |
| **Project Manager** | You! |
| **Assistant Project Manager** | *Name, Title, Organization/Division* |
| **Contract Manager** | *Name, Title, Organization/Division* |
| **Steering Committee** | * *Name, Title, Organization/Division*
* *Name, Title, Organization/Division*
* *Etc.*
 |
| **Project Team** | * *Name, Title, Organization/Division*
* *Name, Title, Organization/Division*
* *Etc.*
 |
| **Communications Team** | * *Name, Title, Organization/Division*
* *Name, Title, Organization/Division*
* *Etc.*
 |
| **Stakeholders/Partners** |  |
| **Additional roles** |  |
| **Additional roles** |  |
| **Additional roles** |  |

## b. Goals, Objectives, Timeframe, and Roles & Responsibilities

|  |  |
| --- | --- |
| **Project Statement** | *Why are you doing this project?* |
| **Project Goals** | *List your goals here* |
| **Timeframe**  | Start date - End date |
| **Key Roles & Responsibilities** | *List the responsibilities that come along with each role that you identified in the table above.* |

## C. Milestones and Deliverables

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| --- | --- | --- |
| **Key Milestones and Deliverables***List each major deliverable and milestone, and add an estimated date for delivery* | **Item** | **Estimated Date** |
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## D. Scope, Acceptance Criteria, Assumptions, and Constraints

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| **Project Scope**  | **In scope:*****What will you definitely be trying to do with this project?*****Out of scope:*****What will you definitely NOT be trying to do with this project? Being detailed here will help protect you from scope creep.*** |
| **Acceptance Criteria**  | *What does the completed project look like?*  |
| **Assumptions** | *Write down all of your major assumptions about what will or won’t happen that might affect your ability to complete the project. For example: you assume that project funding will not be interrupted.*  |
| **Constraints** | *What sort of constraints exist? For instance, is there a hard stop date for this project?* |

E. GOVERNANCE AND DECISION-MAKING

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| --- | --- |
| **Decision-making** | *Who makes major decisions for the project? Who makes smaller ones?* |
| **Appeals Process** | *When there are disagreements about decisions, how does the appeals process work? Who decides appeals?* |

## F. Business Case

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| --- | --- |
| **Benefits to the organization** | *What benefits does this project provide to your organization?* |

## G. Initial Risks and Opportunities

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| --- | --- | --- |
| **Risk** | **Probability** | **Impact** |
| *List known project risks and opportunities here. This is just an initial list. You’ll continue to iterate on this list, including the probabilities and impacts, throughout the project.* |  |  |
| Risk 1: | *High, Medium, or Low?* | *High, Medium, or Low?* |
| Risk 2: | *High, Medium, or Low?* | *High, Medium, or Low?* |
| Risk 3: | *High, Medium, or Low?* | *High, Medium, or Low?* |
| Opportunity 1: | *High, Medium, or Low?* | *High, Medium, or Low?* |
| Opportunity 2: | *High, Medium, or Low?* | *High, Medium, or Low?* |

## H. Summary Cost Estimate

|  |  |  |
| --- | --- | --- |
| **Project Cost Item** | **Resource Required** | **Estimate Cost** |
| *List known cost items here* | *Describe in more detail here* | $X  |
|  |  |  |
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|  |  |  |
| Management Reserves | Additional funds for Co-Sponsors to allocate for currently-unknown work that is within the scope of the project. | $X |
| **TOTAL ESTIMATE** |  | **$x** |

## I. Acceptance and Approval

|  |  |  |
| --- | --- | --- |
| **Name and Title** | **Signature** | **Date** |
| XXXX, Project Manager |  |  |
| XXXX, Assistant Project Manager |  |  |
| XXXX, Project Co-Sponsor |  |  |
| XXXX Project Co-Sponsor |  |  |
| XXXX, Contract Manager |  |  |
|  |  |  |