

PROJECT CHARTER



Project Title: _____

Project Sponsor: _____ Date Prepared: _____

Project Manager: _____ Project Customer: _____

Project Purpose or Justification:

Project Description:

High-level Project Requirements:

Summary Budget:

Initial Risks:

PROJECT CHARTER



Summary Milestones	Due Date

Project Objectives	Success Criteria	Person Approving
--------------------	------------------	------------------

Cost:

--	--	--

Scope:

--	--	--

Time:

--	--	--

Quality:

--	--	--

Other:

--	--	--

Acceptance Criteria:

--

PROJECT CHARTER



Project Manager Authority Level

Staffing Decisions:

Budget Management and Variance:

Technical Decisions:

Conflict Resolution:

Escalation Path for Authority Limitations:

Approvals

Project Manager Signature

Project Sponsor Signature

Project Manager Name

Project Sponsor Name

Date

Date

Place

Place