



<b>Doc Number</b>	XXXX
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## Project Charter

<b>Project</b>	<i>Project Name</i>		
<b>Created By</b>	<i>Your Name</i>	<b>Date</b>	<i>Creation Date</i>
<b>Phone</b>	<i>Your Phone Number</i>	<b>Email</b>	<i>Your Email</i>

<b>Mission</b>	<p><i>Instructions :</i></p> <ul style="list-style-type: none"> <li>▪ <i>Expand all the rows as necessary to include your text.</i></li> <li>▪ <i>You may also want to replace the Key Consulting logo with the project's logo.</i></li> <li>▪ <i>Not all the sections listed here may be needed on a particular project. There may also be items you need to include that are not included here.</i></li> <li>▪ <i>Many of these items listed will be visited in more detail when you start planning. The objective of the charter is to document the information as it is known at the <u>beginning</u> of the project – not to get into the planning itself.</i></li> <li>▪ <i>Delete the blue instruction text as you move through the form.</i></li> <li>▪ <i>The mission, or goal, for the project should be documented in this row. <u>What</u> is the project ?</i></li> </ul>
<b>Objectives</b>	<i>Why is it important to achieve the project mission ? What do you hope to achieve by executing the project ?</i>
<b>Deliverables</b>	<i>What will the project actually produce ? These should be <u>measurable</u> items.</i>
<b>Stakeholders</b>	<i>Who will be on the team ? Who is the project sponsor ? What other stakeholders have already been identified ? Include contact information if possible.</i>
<b>Roles and Responsibilities</b>	<i>Are there some roles/responsibilities that need to be clarified now before the detailed planning begins ? Are you clear on your responsibilities as the project manager ?</i>
<b>High-Level Work Breakdown Structure</b>	<i>How will the project being structured at a high-level ?</i>
<b>Assumptions</b>	<i>What high-level assumptions have already been made about the project ?</i>
<b>Communications</b>	<i>What will be the main channels of communications ? Do you anticipate any communication problems that should be clarified here ? How often will the team meet ?</i>
<b>Risks</b>	<i>What are main high-level risks that have already been identified ?</i>
<b>Documentation</b>	<i>Where will project documentation be kept ? How will it be kept up-to-date ?</i>
<b>Boundaries</b>	<i>Are there specific items that are NOT within the scope of the project ?</i>
<b>Decision Making Process</b>	<i>What will be the decision making process(es) for the project ?</i>
<b>Signatures</b>	<i>You may want to ask people to sign an agreed-upon final version of the charter to document everyone's agreement.</i>