Project Charter

Project	*Project Name*		**Date**	*Creation Date*
Created By	*Your Name*	*Phone*	*Email*	

Mission	• *Expand all the rows as necessary to include your text. However the whole document should probably be no longer than 2 pages.* • *You may also want to replace the Key Consulting logo with the project's logo.* • *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 listed here.* • *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 beginning of the project – not to get into the planning itself.* • *Delete the blue instruction text as you move through the form.* • *The mission, vision, or goal, for the project should be documented in this row. What is the project?*
Objectives	• *Why is it important to achieve the project mission? What do you hope to achieve? What is the purpose or business justification? What value will the project bring to the organization? Who benefits?* • *How will you know the project is done?*
Deliverables	• *What will the project actually produce? These should be measurable items. Nouns.* • *Make sure to include all the Deliverables that will be needed for a successful project.*
Stakeholders	• *Who will be involved in, or impacted by the project? List individuals, departments, organizations etc.* • *Think about stakeholders within your organization, and in the community at large.*
Roles and Responsibilities	• *Who will be the Project Sponsor? The Project Manager?* • *Who will be on the project team, and what will be their role on the team?*
Approach	• *What will be the major phases/steps for the project?*
Assumptions	• *What high-level assumptions have already been made about the project?* • *Have any assumptions been made about available funding or schedules?*
Communications	• *What will be the main, initial, channels of communication?* • *Do you anticipate any communication problems that should be clarified here?* • *How often will the team meet?*
Risks	• *What high-level risks have already been identified? (Risks are uncertain events that may occur.)* • *What may prevent you from completing the project successfully?*
Challenges	• *What conditions/situations, if any, are known to exist right now that will challenge the project?*
Documentation	• *Where will project documentation be kept?*
Boundaries	• *Are there specific items that are NOT within the scope of the project?*
Decision Making Process	• *What will be the decision making process(es) for the project?*
Signatures	• *You may want to ask people to sign an agreed-upon final version of the charter to document everyone's agreement.*