

## *Project Charter Worksheet*

*Use this form to define the nature and scope of the project team's work as well as management's expectations for results.*

### **Part I. Executive Summary**

What are the project's objectives (deliverables)?

### **Part II. Business Case**

What is the business need that the project will address?

What is the relationship between the project's goals and the organization's goals?

What are the benefits of the project to the organization?

### **Part III. Project Definition**

What is the project's mission?

What is the project's scope?

What is the expected time frame for the work?

What are the project's major milestones?

What is the project's budget?

What resources are available to the project team?

What are the quality requirements for the project?

What assumptions are being made about the project?

What are the project's constraints?

**Part IV. Risk Assessment**

*In the table below, outline the risks associated with the project, their probability of occurrence, and their potential impact.*

Risk	Probability	Potential Impact	Steps to Manage Risk

**Part V. Project Organization**

*In the table below, outline roles and responsibilities of project team members.*

Team Member Name	Role	Responsibility