



Project Charter Template

Project Name: **Date:**

Project Number: **Agency:**

Modification Dates: **Prepared by:**

Project Background

This section communicates the events leading up to the project request. Describe any related projects that have or could have led to this project. Identify who has been involved, how they have been involved, and the current state of the project.

Project Objectives

This section defines the objectives of the project as they relate to the goals and objectives of the organization.

Agency Goals	[Project] Objectives

Project Scope

The level of detail in this section must be sufficient to allow for detailed scope development in the Project Plan. A more detailed description of the project scope will be developed in the Planning Phase.

Project Risks

This section should list any known factors that limit the project's execution. The most frequent constraint is the project end date. For each constraint listed, be sure to elaborate on how it is limiting the project and how the project would benefit from its removal.

Project Authority

This section describes the authority of the individual or organization initiating the project, limitations or initial checkpoint of the authorization, management oversight over the project and authority of the Project Manager.

- **Authorization**

This section ensures that the project initiator has the authority to commit the appropriate resources with the organization.

- **Project Manager**

This section explicitly names the Project Manager and may define his/her role and responsibility over the project. Depending on the [project] complexities, this section may describe how the Project Manager will control matrixed organizations and employees.

- **Oversight Committee**

Within the project, internal control should be established to control the day-to-day activities of the project. The Project Manager should manage internal control. External oversight should be established to ensure that the organization's resources are applied to meet the project and organization's objectives. This section should describe or reference a process by which internal and external controls interact. Diagrams should be used where appropriate.

Roles and Responsibilities

This section discusses the overall structure of the project organization and its roles and responsibilities throughout the project phases.

Critical Success Factors

This section should list at least five (5) project success factors. These are areas within which the project cannot fail (if all else fails for the project, these cannot) and which will be apparent based on the business goals to be reached or problems to be remedied.

Signatures

The signatures of the people below relay an understanding in the purpose and content of this document by those signing it. By signing this document you agree to this as the formal Charter statement to begin work on the project described within.

Name	Title	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____