

# Project Charter

<b>Project Name:</b> <b>Project Sponsor:</b>	<b>Estimated Completion Date:</b> Phase 1 Phase 2	
<b>Project Manager:</b>	<b>Date Assigned:</b>	
<b>Revision Number:</b>		
<b>1. Objective:</b>		
<b>2. Scope:</b>		
<b>3. Deliverables:</b>		
<b>4. Constraints:</b>		
<b>5. Risks:</b>		
<b>6. Execution Strategy:</b>		
<b>7. Complexity:</b>		
<b>Method of Performance Measurement:</b>		
<input type="checkbox"/> None.		
<input type="checkbox"/> Cost: Budget to actual comparison. Schedule: Comparison of current progress relative to the planned completion date.		
<input type="checkbox"/> Cost: Budget to actual comparison with forecast of an "Estimate at Completion" based on current status. Schedule: Milestone Tracking with forecast of an "Estimate at Completion" based on current status.		
<input type="checkbox"/> Earned Value Analysis		
<input type="checkbox"/> Other: _____		
<b>Progress Reporting Method / Frequency:</b>		
<b>Current Estimate of Project Cost / Accuracy Level:</b>		
<b>Supporting Documentation</b>		
<input type="checkbox"/> Project Request <input type="checkbox"/> Business Case Analysis <input type="checkbox"/> Other: _____		
<p>The project manager is hereby granted full authority to get commitment from function managers needed resources for the project</p>		
<b>ACCEPTANCE:</b>		
_____	_____	_____
Project Manager, Signature	Title	Date:
_____	_____	_____
Functional Manager of Project Manager, Signature	Title	Date
<b>APPROVAL SIGNATURES:</b>		
_____	_____	_____
Approved by Sponsor, Signature	Title	Date
_____	_____	_____