

# Project Charter

---

## Project Overview

---

Project Description: \_\_\_\_\_

Requested by: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Date request made: \_\_\_\_\_

Date required by: \_\_\_\_\_

Functional Manager(s): \_\_\_\_\_ Tel. #: \_\_\_\_\_

\_\_\_\_\_ Tel. #: \_\_\_\_\_

\_\_\_\_\_ Tel. #: \_\_\_\_\_

Project Sponsor: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Client contact: \_\_\_\_\_ Tel. #: \_\_\_\_\_

---

## Project Objective

---

Project Purpose:

---

PROJECT SCOPE / DELIVERABLES:

---

MEASURABLE SUCCESS INDICATORS:

---

SCOPE INCLUDES/EXCLUDES:

<b>Includes</b>	<b>Does Not Include</b>

---

**Project Parameters**

---

COST/BENEFIT

---

CONSTRAINTS:

---

ASSUMPTIONS/RISKS:

- 1.
- 2.
- 3.
- 4.

---

CUSTOMER SUPPORT REQUIREMENTS:

- 
- 
- 
-

---

## Work Authorization

---

### Planned

Start \_\_\_\_\_  
Completion \_\_\_\_\_  
Cost \_\_\_\_\_  
Effort \_\_\_\_\_

### Actual

Start \_\_\_\_\_  
Completion \_\_\_\_\_  
Total Cost \_\_\_\_\_  
Total Effort \_\_\_\_\_

Priority:   Low       Medium     High

Client Signature \_\_\_\_\_

Project Manager \_\_\_\_\_

Project Sponsor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

PROJECT COMPLETION NOTES: