



<Project Name>

Project Charter

Version [n.n Month Day, Year]

Project Sponsor: [Name of Business Sponsor]

Project Manager: [Name of Project Manager]

Project Number: [Number Assigned to the Project]

Document History

Date	Version	Name	Description of Change

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Charter Details

Vision Statement

How this project will contribute to the overall vision of the City of Chandler

Problem Statement

Succinctly describe, in your own words the problem that must be solved

Objective Statement

Succinctly describe, the time, budget and performance objective by which the team will be measured

Objective	Criteria for Evaluation

Scope

List the Deliverables that will be produced during the project and the deliverables that will not be produced. This information should come from the Work Breakdown Structure

In Scope	Out of Scope

Work Breakdown Structure

see attached

Responsibility Matrix

see attached

Assumptions

List any assumptions (i.e. “assuming the budget of \$1 million is provided on time”, that should be highlighted)

Constraints

List significant constraints such as milestone dates, project end dates, resource availability, resource skill availability, budget.

Risk Factors

List the top 5 or 10 risk factors that may affect the project, to include consequences of impact, owners of the mitigation plans.

Stakeholders

List all individuals and/or organizations that have a stake (impacted by) in the outcome of the project; i.e. the client, other groups that may be using the final product as an input into their project.

Major Milestones

Completion of significant deliverables, as defined by significant events.

Project Schedule

See attached

Project Charter Approvals

The undersigned authorized representatives for this project agree that they have reviewed this document and its attachments. They accept and approve this document, as written.

Insert Name [Date]
Insert Title
Insert Sponsor Name

Insert Name [Date]
Insert Title
Insert Business Name

Insert Name [Date]
Insert Title
Insert Name

Insert Name [Date]
Insert Title
Insert Name