

PROJECT CHARTER FORM

PROJECT TITLE

PROJECT SPONSOR

DATE PREPARED

PROJECT MANAGER

PROJECT CUSTOMER(s)

PROJECT PURPOSE or JUSTIFICATION

PROJECT DESCRIPTION

PROJECT REQUIREMENTS (high level)

PROJECT BUDGET SUMMARY

INITIAL PROJECT RISKS

SUMMARY MILESTONES

MILESTONE

DUE DATE

MILESTONE

DUE DATE

MILESTONE

DUE DATE

MILESTONE

DUE DATE

MILESTONE

DUE DATE

MILESTONE

DUE DATE

MILESTONE

DUE DATE

MILESTONE

DUE DATE

SUMMARY PROJECT OBJECTIVES

SCOPE OBJECTIVE

SUCCESS CRITERIA

APPROVER

TIME OBJECTIVE

SUCCESS CRITERIA

APPROVER

COST OBJECTIVE

SUCCESS CRITERIA

APPROVER

QUALITY OBJECTIVE

SUCCESS CRITERIA

APPROVER

OTHER PROJECT OBJECTIVE

SUCCESS CRITERIA

APPROVER

ACCEPTANCE CRITERIA

PROJECT MANAGER AUTHORITY LEVEL

STAFFING DECISIONS

BUDGET MANAGEMENT & VARIANCE (project specific)

TECHNICAL DECISIONS

CONFLICT RESOLUTION

CHAIN OF COMMAND FOR AUTHORITY LIMITATIONS

APPROVALS

PROJECT MANAGER NAME

PROJECT MANAGER SIGNATURE

DATE OF SIGNATURE

PROJECT SPONSOR NAME

PROJECT SPONSOR SIGNATURE

DATE OF SIGNATURE