

Preview

Project Charter

for

<Project>

Version 1.0 approved

Prepared by <author>

<organization>

<date created>

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1. Project Description

<Provide a concise summary of the intent and motivation for the project. This section could describe the business opportunity that the project is intended to create or exploit. There might be a specific final deliverable or goal to call out. You could incorporate a summary of the business case that explains why the organization wants to undertake the project.>

2. Business Objectives and Success Criteria

<Describe the important business objectives of the product in a way that is quantitative and measurable. These could include revenue increase, cost savings, return on investment, or target release dates. Determine how success will be defined and measured on this project. Describe the factors that are likely to have the greatest impact on achieving that success. Establish measurable criteria to judge whether project has met its business objectives.>

3. Stakeholders

<Stakeholders are individuals, groups, or organizations that are actively involved in a project, are affected by its outcome, or can influence its outcome. The stakeholder profiles identify the project sponsor, project manager, customers for this product, and other stakeholders. Identify business-level customers, target market segments, and significant user classes. For each stakeholder category, describe the major benefits they will receive from the product, their likely attitudes toward the project, what constitutes a win or success for the stakeholder, and any known constraints that must be accommodated. You might include a table that lists affected business areas and organizations and describes the impact the project will have on them.>

Stakeholder	Major Benefits	Attitudes	Win Conditions	Constraints
Project Sponsor				
Project Manager				
User Class #1				
User Class #n				
etc.				

4. Vision

<Write a concise vision statement that summarizes the purpose and intent of the project and describes what the world will be like when the project is completed. The vision statement should reflect a balanced view that will satisfy the needs of diverse customers as well as those of the developing organization. It may be somewhat idealistic, but it should be grounded in the realities of existing or anticipated customer markets, enterprise architectures, organizational strategic directions, and cost and resource limitations. Consider using the following template:

For (target customer)

Who (statement of the need or opportunity)

The (product name)

Is a (product category)