

PROJECT CHARTER

General Information	
Project Title	
Project Manager	
Project Sponsor	
Project Stakeholders (people who will be affected by the project)	
Project Approval Requirements (the criteria for considering a project successful)	
Project Scope Statement	
Project Purpose (the reasons behind the project's initiation)	
Objectives (the outcomes of the project)	

<p>Scope (the range of goals that need to be reached)</p>	
<p>Milestones (start and end dates + other significant events)</p>	
<p>High-Level Risks (obstacles that might affect the project)</p>	
<p>Assumptions (hypotheses you assume to be true)</p>	
<p>Constraints (obstacles that might limit the project's outcomes)</p>	
<p>Dependencies (conditions that a project relies on)</p>	
<p>Communication Strategy (how & when the team & stakeholders will communicate)</p>	

Project Budget (estimated costs)

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Approvals

Name	Signature

Notes

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