



Project Charter

Project Name: _____

Date _____ Revision # _____

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Project Objective

A concise simple statement of the objective of the project to ensure that everyone is clear and the information is consistent. This should support goals or initiatives of the company.

The Problem

What EXACTLY is the problem that the project will solve? State clearly what the problem is.

Benefits

What are the specific revenues, profits, costs savings, efficiency increases, etc that will result from completing this project?

- Bullet 1
- Bullet 2

Scope

What is going to be included? This also may detail what is not included. The more extensive the scope is the greater the cost and risk are.

Completion Criteria:

Clearly specify what will be achieved, what is the expected result or outcome.

Deliverables and Major Milestones

#	When	What	Who	Date comp
1				
2				
3				

Assumptions

This could include among other items

- What resources will be provided and by whom? Availability of members, etc.
- Changes to scope or resources may incur additional costs

- Turn around time for approvals must be stated
- Escalation process might be identified

Resources

Project Leader:	Project Manager	Contact info
Sponsor:	Exec/Manager	
Team	Responsibility	Contact info
A	Analyst	
B	Engineer	
C	Programmer	
D	Customer Service	

Definitions

For example

- Revisions – reexamine, alter or correct existing work
- Change orders – substitute one thing for another, add new ideas or concepts, variation on original work or idea.

Scope Changes

Changes to the agreed upon scope; these bring additional costs and are to be documented.

Change Order #	Date	\$	Rev#	Date	\$
667	8/1	3,000			