

Project #:
Date: _____
Version No. _____

Project Charter

Project Name:

Customer Name:

Tel. #:

Date request made:

Date required by:

Project Manager:

email:

Tel. #:

Provider Sponsor:

email:

Tel. #:

Client Sponsor:

email:

Tel. #:

Client contact:

email:

Tel. #:

PROJECT PURPOSE

PROJECT BACKGROUND

PROJECT BENEFITS AND SUCCESS CRITERIA

MEANS OF ACHIEVING PURPOSE

Project Scope/Deliverables	Target				Time & Mat'ls	Fixed Price
	Start Date	Finish Date	Cost Estimate	Expense Estimate		
1. Project Initiation					<input type="checkbox"/>	<input type="checkbox"/>
2. Project Definition					<input type="checkbox"/>	<input type="checkbox"/>
3.					<input type="checkbox"/>	<input type="checkbox"/>
4.					<input type="checkbox"/>	<input type="checkbox"/>
5.					<input type="checkbox"/>	<input type="checkbox"/>
6.					<input type="checkbox"/>	<input type="checkbox"/>
7.					<input type="checkbox"/>	<input type="checkbox"/>
8. Project Completion					<input type="checkbox"/>	<input type="checkbox"/>
Total Estimated Budget						

SCOPE INCLUDES

-
-
-
-

SCOPE EXCLUDES

-
-
-

SCOPE CHANGES

PROJECT CONSTRAINTS

-
-
-
-

PROJECT ASSUMPTIONS

-
-
-
-

Project #: Cool

Date: _____

Version No. _____

