

Project Charter

Project Overview

Project Description: _____

Requested by: _____ Tel. #: _____

Date request made: _____

Date required by: _____

Functional Manager(s): _____ Tel. #: _____
_____ Tel. #: _____
_____ Tel. #: _____

Project Sponsor: _____ Tel. #: _____

Client contact: _____ Tel. #: _____

Project Objective

Project Purpose:

PROJECT SCOPE / DELIVERABLES:

MEASURABLE SUCCESS INDICATORS:

SCOPE INCLUDES/EXCLUDES:

Includes	Does Not Include

Project Parameters

COST/BENEFIT

CONSTRAINTS:

ASSUMPTIONS/RISKS:

- 1.
- 2.
- 3.
- 4.

CUSTOMER SUPPORT REQUIREMENTS:

-
-
-
-

Work Authorization

Planned

Start _____
Completion _____
Cost _____
Effort _____

Actual

Start _____
Completion _____
Total Cost _____
Total Effort _____

Priority: Low Medium High

Client Signature _____

Project Manager _____

Project Sponsor _____

PROJECT COMPLETION NOTES: