

Project Manager:		Charter creation date:	
Project Sponsor:		Charter approval date:	

**1. Project Description**

**1.1. What is the purpose of this project?**

- 1.1.1.
- 1.1.2.
- 1.1.3.

**1.2. How will this project benefit my company?**

- 1.2.1.
- 1.2.2.
- 1.2.3.

**1.3. How will you know that this project is complete and successful?**

- 1.3.1.
- 1.3.2.
- 1.3.3.

**2.0 Project Scope**

**2.1 What is the scope of this project?**

- 2.1.1
- 2.1.2
- 2.1.3

**2.2 What is out of scope for this project?**

- 2.2.1
- 2.2.2
- 2.2.3

< PROJECT CHARTER >

**3.0 Project Key Deliverable Completion Dates (Milestones)**

**Date**

Milestone: Project Start	
Milestone:	
Milestone:	
Milestone:	
Milestone: Project Complete	

**4.0 Estimate of Project Financials**

Project Budget Estimate		Comments/Notes
CAPEX	\$	
One-Time Expense	\$	
Others	\$	

**5.0 Project Team Members**

Core Team Members		Support Team Members	
<u>Name</u>	<u>Role/Function</u>	<u>Name</u>	<u>Role/Function</u>
	Project Manager		
	Project Sponsor		

**Project Related Signatures**

We hereby certify that the information presented for this initiative is accurate, and that we will execute this project according to the plan detailed within this initiative's project documentation.

<b>Project Sponsor</b> < >	<b>Project Manager</b> < >