

COMPANY LOGO

Project Charter



Project Name		Project Number	
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The Project Charter is created in the Initiating Process Group. Typically, a Project Manager, external to the project, writes the Project Charter as an objective assessment. It formally authorizes the project and provides the Project Manager authority to apply resources to the project.

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Project Charter Roadmap

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1.0 Project Overview

This section should contain an overview of the Project. In general terms, provide an overview about the project and its intended goals and objectives.

2.0 Opportunity Statement

This section should contain a value statement regarding the opportunity the service or product will provide its Stakeholders.

3.0 Opportunity Drivers

This section should contain a check next to the drivers that have initiated this opportunity.

New Customer <input type="checkbox"/>	New Technology <input type="checkbox"/>	Joint Venture <input type="checkbox"/>	Business Need <input type="checkbox"/>
Existing Customer Request <input type="checkbox"/>	Market Demand <input type="checkbox"/>	Legal Requirement <input type="checkbox"/>	Other <input type="checkbox"/>

4.0 Project Stakeholders

This section contains a list of all known Stakeholders.

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5.0 Project Team Members

This section should contain a list of names for critical resources and/or identified team members.

Name	Role

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6.0 Project Objectives

This section should contain a detailed description of the project objectives. Remember to copy the objectives from the Project Overview section. Remember to copy the objectives from the Project Overview section. Remember to copy the objectives from the Project Overview section.

It should be mentioned in the Project Scope Statement Form.

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7.0 Project Justification

This section should contain a description of the justification for initiating this project in comparison with other organizational priorities. Remember to copy this statement into the Project Scope Statement Form.

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8.0 Project Goals

This section should contain a description of the project goals we mentioned in the Project Overview section. Remember to copy this statement into the Project Scope Statement Form.

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9.0 Project Scope

This section should contain a descri

er the product/service.



10.0 Product Scope

This section should contain a description of the product(s)/service(s) to be delivered.

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11.0 Product Description

This section should contain any information regarding unique attributes of the product/service to be delivered. This description will be used later in the Planning Phase. As the project progresses, the product/service description is decomposed and better refined as more information is made available (progressively elaborated). Any changes to this must be integrated through the overall Change Management Process.

12.0 Constraints and Assumption

This section should contain an analysis of the Schedule, Budget, Legal Requirements, and Risk Management approach. Remember to include Constraints, Project Manager assignments, and Assumptions.

13.0 Organizational Structure

This section should include the Organizational Structure, Roles and Responsibilities, and Vendor Management. The Project Charter are outputs of the Initiation Phase.



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13.0 Historical Information

This section should contain any relevant past project experiences that may add value to the planning, execution, or monitoring and controlling activities for this project.

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14.0 Risk Assessment

This section should include an analysis of the project risk. Business Owner should jointly determine possible contingencies to be documented in this section. The following is an example:

shared with the Business Owner. The Project Manager and Business Owner commits to action items to alleviate risk, these should be documented in this section.



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Risk Area		Risk Factor	Severity	Impact Rating	Priority	Owner
<i>Functional/Technical</i>		<i>Brief description of the risk</i>		Low/Medium/High	1-10	<i>Identify Personnel</i>
Customer Requirement	<input type="checkbox"/>					
Product Requirement	<input type="checkbox"/>					
Resource Requirement	<input type="checkbox"/>					
Technical Infrastructure	<input type="checkbox"/>					
Timing	<input type="checkbox"/>					
External Consideration	<input type="checkbox"/>					
Financial	<input type="checkbox"/>					
Other	<input type="checkbox"/>					

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15.0 Project Assessment

This section qualifies the project team's overall assessment of the project in the building of this product. This assessment should encapsulate the project team's confidence level that the product description, mentioned at the beginning of this document, is documented to its smallest detail and that the project can meet or exceed customer expectations in providing such product (given the current plan)

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Y

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16.0 Formal Acceptance

Signature Disclaimer

By signing below, you confirm that you understand the project plans and agree to the aforementioned project. You will support the project team in its aim to complete the project as required if/when the project baseline is approved.

I, the undersigned, hereby endorse this project and commit to its successful completion. Your approval will be required for any changes to the project charter and subsidiary documents.



Project/Program Manager Signature

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Project Sponsor Signature

Customer(s) Signature(s)

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