Project Charter

Project Charter



Pro	iect	Name	

Project Number

Project Charter

Document Change History

Created by:		Created on Date:		
Change Date	Changed by	Reason Description	Comment	Approver

Project Charter

Project Charter Roadmap

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Project Charter

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	New Technology	Joint Venture	Business Need
Existing Customer Request	Market Demand	Legal Requirement	Other

4.0 Project Stakeholders

This section contains a list of all known Stakeholders.

Name	Role

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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.



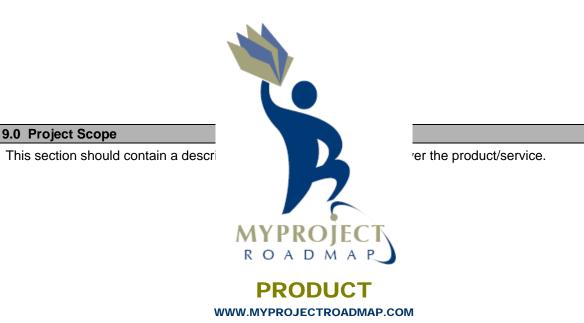
This section should contain a description of the justification for initiating this project in comparison with other organizational priorities. Remember to copy this statement into the Project Scope Statement Form.

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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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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 analy Schedule, Budget, Legal Requireme Management approach. Remember Constraints, Project Manager assign Phase. ding (but is not limited to) the ational structure, and Vendor oject Scope Statement Form. The Charter are outputs of the Initiation

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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 Business Owner should joir be documented in this section	ntly d	determine possible contin		2		h the Business Owner mits to action items to		
Risk Area		Risk Fac		7	lity	Impact Rating	Priority	Owner
Functional/Technical		Brief description of the I	MYPRO	ECT	'	Low/Medium/High	1-10	Identify Personnel
Customer Requirement			ROAD	MAR				
Product Requirement			PROD	UCT				
Resource Requirement		V	/WW.MYPROJECT	ROADMAP.CO	M			
Technical Infrastructure								
Timing								
External Consideration								
Financial								
Other								

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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 the project team 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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16.0 Formal Acceptance Signature Disclaimer By signing below, you confirm that y plans and agree to the aforemention support the project team in its aim to required if/when the project baseline	MYPROJECT R O A D M A P	ne Project Charter and subsidiary endorse this project and commit to ectives. Your approval will be			
Project/Proprend Dag Cipnature					

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Project Sponsor Signature

Customer(s) Signature(s)