

Project Charter

Name of Project Date Charter Presented

Version #	Approved By	Approval Date	Comments

Key Terms

Project: 1) "...a temporary endeavor undertaken to produce a unique product, service or result." – Project Management Institute; 2) "...a problem scheduled for solution." – J.M. Juran

Project Charter: Initiating document that defines the problem or opportunity including stakeholders, timeline, clear scope, desired outcome(s), required resources, anticipated risks, deliverables, milestones, approval authority and acceptance criteria.

Stakeholders: Anyone with a stake in the project, including customers, owners, project sponsors, project manager, project team and project-related communities.

Scope: Parameters of the project that establishes success by balancing the project results desired with resources and time.

SMART Goals: S-specific; M-measurable; A-attainable; R-realistic; T-timebound

Deliverables: Products, services, results and required reports.

Milestones: Points in the project timeline of significant events.

Work Breakdown Structure (WBS): A graphic presentation of the project with major tasks broken down into simpler tasks to which more accurate estimates of time, costs and other resources can be applied. This serves at the basis for a schedule and a budget.

Gantt Charts: Bar charts of tasks to be performed over the project timeline, generally showing relationships between the tasks.

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PROJECT STATEMENT

The problem or opportunity that is scheduled for resolution.

CONCISE PROJECT OVERVIEW

A short narrative on the duration, budget, approvals needed, key stakeholders, assumptions, constraints and major risks.

SCOPE STATEMENT

SMART goals or objectives would include deliverables. Clarify as necessary what the scope includes and does not include.

STAKEHOLDERS

List all stakeholders, their roles, communication needs and satisfaction requirements.

TIMELINE

Draw a timeline, including milestones to serve as the basis for a work breakdown structure (WBS) and appropriate Gantt or PERT charts.

BUDGET ESTIMATE(S)

List all costs known and estimated and other resource needs that can be identified.

RISKS AND CONTINGENCY PLANS

List known and potential risks by estimated probability, with mitigation plans.
