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Project Charter Template

What is Project Charter Template?

A Project Charter Template is a document that outlines the scope, goals, and objectives of a project. It serves as a foundation for the project management process and provides a clear understanding of what needs to be accomplished. The template typically includes information about:

1. **Project Background**: A brief overview of the project's context, including the purpose, scope, and stakeholders involved.
2. **Project Objectives**: Clear and measurable objectives that define what success looks like for the project.
3. **Scope Statement**: A detailed description of the work to be performed, including deliverables, milestones, and timelines.
4. **Stakeholder Analysis**: An identification of key stakeholders, their interests, and how they will be impacted by the project.
5. **Assumptions and Dependencies**: Statements that outline assumptions made about the project environment, dependencies between tasks or activities, and potential risks.
6. **Project Organization**: Information about the project team, including roles, responsibilities, and contact information.
7. **Budget and Resource Allocation**: A breakdown of the budget, including costs for personnel, materials, equipment, and services.
8. **Schedule and Timeline**: A detailed schedule with milestones, deadlines, and critical path activities.
9. **Risk Management Plan**: An outline of potential risks, mitigation strategies, and contingency plans.
10. **Communication Plan**: Information about how stakeholders will be informed and engaged throughout the project lifecycle.

The Project Charter Template is usually prepared by the project sponsor or the project manager, in collaboration with key stakeholders. Its primary purpose is to:

1. Ensure that all stakeholders are aligned on the project's objectives and scope
2. Provide a clear direction for the project team
3. Establish a foundation for future project management activities

Here's a sample template you can use as a starting point: [Project Charter Template](https://www.projectsmart.co.uk/Project-Charter-Template.pdf)

Remember, this is just a general outline, and you may need to customize it based on your organization's specific needs or industry requirements.

project, scope, stakeholders, objectives, schedule, budget, risk, communication, team, charter, template

Project Charter

Project Title

- **Title:**

Project Purpose

- **Purpose:**

Project Description

- **Description:**

Objectives and Success Criteria

- **Objectives:**
- **Success Criteria:**

Scope

- **In Scope:**
- **Out of Scope:**

Milestones

- **Milestone 1:**
    - Description, Due Date
- **Milestone 2:**
    - Description, Due Date

Budget

- **Total Budget:**
- **Allocation:**

Project Organization

- **Sponsor:**
- **Project Manager:**
- **Team Members:**

Roles and Responsibilities

- **Role:**
    - Responsibilities, Authority

Risks and Mitigation

- **Risk:**
  - Mitigation Strategies

Assumptions and Constraints

- **Assumptions:**
- **Constraints:**

Approval Signatures

- **Sponsor Signature:**
- **Project Manager Signature:**
- **Date:**

Export as PDF

Related:

- Project management

External links:

- Free Project Charter Template for Word - ProjectManager —*projectmanager.com*
  - This project charter template assists in all phases of scope definition. Identify project objectives and deliverables, then build out tasks.
- Project Charter Template | Atlassian —*atlassian.com*
  - Achieve a structured approach to project planning with this easy-to-use, comprehensive project charter template. Discover how Confluence can help your team

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