

## Project Charter Template

<b>Project Overview</b>	
Project Name	
Origination Date	
Prepared by	
Project Manager	
Background	
<b>Project Scope</b>	
Purpose of the Project	
Objectives of this project (Objectives must be specific, measurable, attainable, relevant, and time based)	
Deliverables	
<b>Scope and Boundaries</b>	
Beginning and ending boundaries of the project	
What is included and excluded within those boundaries?	
<b>Project Assurance</b>	
Impact on operations and/or other projects	
Assumptions	
Risks	
Reviews and Approvals that are needed (including quality checks, status reports, etc.)	
<b>Project Resources</b>	
<i>Stakeholders / Related Activities: Consider external and internal customers, sponsors and referral sources</i>	
Who is doing something like this? Related efforts, processes, concerns	
Staff effort	
Budget	
Materials	
<b>Dependencies and Constraints</b>	
<b>Scope, Schedule, and Spending ranking</b>	

**Sponsor Approval (Signature):**