## Project Charter template (contains Scope Section): project name:

#### Executive Summary

* Where did this project come from?
* Why is it being done?
* What impact will the project create (internally, externally)?
* What strategic plan does it contribute to?
* What does the customer receive/not receive by project end?
* What key assumptions are driving this project?
* What risks could challenge project success?

#### Goals

* What business/organization goal(s) does this project support?
* What business need is being satisfied by this project?

#### Objectives

* What, specifically, needs to be done to meet project/customer requirements/expectations/goal?
* What is the target of the project?

Note: Ensure each objective contributes to the goal. Check to satisfy the "SMART" criteria

#### Scope:

* What does the work of the project to meet goal include/not include?

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| Work Includes | Work does not Include |
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#### Phases ⁄ Deliverables:

* What are the major components of work to meet the goals/objectives/scope?
* What are the customer, process, and project deliverables within each phase?

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| Phase | Description of Phase | Deliverables |
|  |  | Internal  | External  |
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#### Assumptions:

* What unknowns are being made known in this project?
* What uncertainties are considered true, real, or certain for planning purposes?
* What trial balloons are being floated to verify information?

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| Assumption | Rationale | Probability of Assumption being True | Impact to Project if Assumption is not True |
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#### Risks:

* What events could jeopardize this project's success?

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| Risk | Supporting Detail (Analysis to be continued in Risk Management Plan/ Register) |
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#### Constraints:

* What is restricting this project?
* What standards, regulations, technologies, resource availability impact this project?

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| Constraint | Supporting Detail  |
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#### Initial Project Sizing

Budget:

* What are the estimated costs to complete this project (document variability, range, precision at this point)
* What is the financial justification for this project?
(i.e. Benefit Cost Analysis, Return on Investment, NPV . . .)
* What financial gains are there to doing/not doing this project?

High Level Schedule:

* When are the phases/deliverables planned to begin/end?

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| Phase/Deliverable | Time |
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Milestones:

* What major points are important to communicate/measure against?
* When should/will they occur?

#### Resource Requirements:

* What specialized resources are necessary to complete this project?

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| Team Member | Role | Responsibility |
|  | Sponsor |  |
|  | Project Manager |  |
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#### Management Approaches:

* How will status be taken?
* How will project be communicated?
* How will change be managed?
* How will issues be escalated?
* How will the risk be managed?

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| Communication Type | Stakeholders | Frequency | Agenda/ Content | Responsible | Distribution Media |
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Note: These may be separate plans within the context of the integrated project plan

#### Sign-offs/Reviews:

* At what points will management/customer/team/peer reviews be conducted? For what purpose?
* Who signs off on the project reviews?

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|  | Reviews |
| Sponsor |  |  |  |  |  |  |  |
| Customer |  |  |  |  |  |  |  |
| Project Manager |  |  |  |  |  |  |  |

#### Acceptance Criteria:

* What measurements will be used to determine customer acceptance?
* What performance criteria define project success (i.e. time, cost, resource, quality prioritization)?
* What check points are in place to ensure the right product is being delivered in the right way?

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| Acceptance Criteria | Detail | Priority | Requestor |
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#### Impacted ⁄ Interdependent Projects

* What projects connect to this project via inputs/outputs?
* What products are impacted by this project/how?
* What other projects are addressing related issues?

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| Project | Interdependency Relationship |
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