

Project Charter Template

Project Name:

Date and version:

Business reason for the project (why is this project being done?):

Project Objectives (what should this project accomplish?):

Objective	Measure or deliverable

In scope (what is included in this project?)	Out of scope (what is excluded from this project?)

Risks (what could jeopardize achieving the objectives of this project?):

Assumptions (what is believed to be true regarding this project?):

Key Milestones/Deliverables (what are the checkpoints during the project?):

Milestone/Deliverable	Date Expected

Team members:

Name	Role
	Stakeholder
	Project sponsor
	Project lead