



PROJECT CHARTER

VERSION: V01

REVISION DATE: [03.22.10]

Approval of the Project Charter indicates an understanding of the purpose and content described in this document. By signing this document, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Approver Name	Title	Signature	Date

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Section 1. Project Purpose or Justification

1.1 Project Purpose or Justification

Explain here why the project is needed and how it was decided/justified.

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1.2 Project Measurable Objectives and Related Success Criteria

Here is where what is known about the objective have to be documented and how it will be successful. This is potentially an iterative process referred to as "Progressive Elaboration". As more is known about the project more detail can be provided. This project may be broken down into many smaller projects to determine exactly what will be completed and/or produced.

⇒

1.3 Project High-Level Requirements

The information provided here is to list the requirements that your sponsor and stakeholders want included in their project. Also any conditions or capabilities that must be met or possessed by a system, product, service, result, or component to satisfy a contract, standard, specification, or other formally imposed documents. This too may have to be progressively elaborated as time goes on.

⇒

1.4 Project High-Level Description, Product Characteristics

Describe as best as possible what is the product(s) being produced by this project, as well as any notable characteristics about this deliverable(s).

⇒

1.5 Project High-Level Risks

List any and all perceived risks this project may encounter.

⇒

1.6 Summary Milestone Schedule

This is any significant deliverables, reviews (quality review), customer requested presentation, sponsor review point, etc.

⇒

1.7 Summary Budget

The amount of money the customer or sponsor has dedicated to producing this project deliverable(s).

⇒

1.8 Project Approval Requirements

The name of the individuals who will be signing off as their approval that the deliverable is what they asked for and received.

⇒

a. What constitutes success

⇒

b. Who decides success

⇒

c. Who signs off

⇒

1.9 Project Manager Assigned

The project manager needs to be assigned early in this process. This person can be the one who with the sponsor gathers the information that is included in this Project Charter. The sponsor is ultimately responsible for its content but the project manger can help develop this document.

⇒

a. Project Manager's responsibilities

⇒

b. Project Manager's authority

⇒

1.10 Name and Responsibilities of Person(s) Authorizing This Project Charter

a. _____

b. _____

c. _____