

Project Charter Template

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| Project Name: |
| Project ID: |
| Project Sponsor |
| Name: |
| Title: |
| Business Unit/Department: |
| Email: |
| Phone: |
| Project Manager |
| Name: |
| Title: |
| Business Unit/Department: |
| Email: |
| Phone: |

| | |
|---|---|
| Project Manager Authority Level | |
| • | |
| Project Business Case | |
| | |
| Project Description | |
| | |
| Project Objectives and Success Criteria | |
| | |
| Expected Risks | |
| | |
| Functional Organization or Business Unit | |
| Name | Participation Level |
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| | |
| Project Benefits | |
| Benefit | Project Business Impact Expected |
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| | |
| Project Milestones | |
| Milestone | Completion Date |
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| | |
| Project Budget (Estimated? or Final?) | |

| Project Expenditures | |
|-----------------------------------|-----------------------|
| Expenditure Types Expected | Estimated Cost |
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