

Project Charter Template

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

Project Expenditures	
Expenditure Types Expected	Estimated Cost