

Project Charter Document

[Project Name]

[Project Phase]

[Business Group/ Sponsor]

Last Update: [Day], [Date] Version: 1.00.00

Author
Role or Title

	<h1>Approval Page</h1>	
<i>(Sign above name and date signature)</i>		
<input type="checkbox"/> Approval Project Business Sponsor:		Date:
<input type="checkbox"/> Approval Project Working Sponsor:		Date:
<input type="checkbox"/> Approval Project Technical Sponsor:		Date:
<input type="checkbox"/> Approval Project Manager:		Date:
Remarks:		

REVISION SUMMARY SHEET

Revision Description	Document No.	Page or Section No.	Date	Changed By	Approved By

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1. Introduction

1.1 Document Purpose

1.1.1 This document will describe the full and detailed charter of this project.

1.1.2 Audience

- The audience for the project charter in general includes the business sponsors, the business leads, and the project team.

1.1.3 Document Scope

- This document contains an authorization for the project to begin. It does not cover project scope, plan, schedule, budget, cost benefit analysis or requirements.

2. Charter

2.1 Project Authorization

This Charter formally authorizes the project team to *[identify the work to be performed work on the project]*. A project plan will be developed and submitted to the Project Sponsor for approval. The project plan will include: scope statement; schedule; cost estimate; budget; and provisions for scope, resource, schedule, communications, quality, risk, procurement, and stakeholder management as well as project control. All resources will be assigned by the Project Sponsor, **XX**, **Title**.

2.2 Scope

The purpose of the project is to...

3. Roles and Responsibilities

3.1 Project *Manager Authority*

The Project Manager is hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the effort, and to communicate with all contractors and management, as required, to ensure successful and timely completion of the deliverables. The Project Manager is responsible for developing the plan, monitoring the schedule, cost, and scope during implementation, as well as maintaining control over the effort by measuring performance and taking corrective action.

3.2 Team Composition

Name	Position	Responsibilities
Resource Name	Title/Role of the person on the project	Describe what they will do on the project.

4. Summary Milestone Schedule

The plan will be submitted and approved in accordance with the milestone schedule below. Upon approval of the project plan resources will be assigned to the project and work will commence within **X** business days. The Project Sponsor must approve any schedule changes which may impact milestones. A detailed schedule will be included in the project plan. The high level milestone schedule is:

5. Budget

The budget for the consulting services effort is **\$XXX**.

6. Sponsor Acceptance

Approved by the Project Sponsor:

Date: _____

<Project Sponsor Name>

<Project Sponsor Title>