

Project Charter

Project Name:	Project Reference/ID No.:	Preparer's Name:	Preparer's Signature:
Customer:	Customer Contact:	Contact Phone No.:	Date Prepared:

To: Distribution

From: (Initiating Authority)

Assignment: (Include Project Manager's name, the name of the project, customer's name).

Project Manager's Responsibility: (Describe the extent of the PM's responsibility relative to planning, implementing, and delivering the project's product(s) or services).

Project Manager's Authority: (Describe the level of PM authority and the mechanism and trigger points for escalating project issues to higher authority).

Functional Support: (List all functional organizations and describe their responsibilities to the project).

Project Scope: (Briefly describe the scope and how the project supports the organization's strategic plan).

Authorizing Signature:

Title:

Date:

Project Status Report
Project Status Period: _____ to _____

Project Name:	Project Reference ID No.:	Preparer's Name:	Preparer's Signature:
Customer:	Customer Contact:	Contact Phone No. :	Date Prepared:

Task No. in WBS	Completed Tasks			Incomplete Tasks			
	Planned Start	Planned Finish	Actual Finish	Not Started	Actual Start	% Complete	Est. Completion

Issues During This Status Period		Anticipated Issues During Next Period	
Issue	How Resolved	Potential Issue	Planned Action

Planned Budget for Status Period	Actual Expenditures	Variance	Estimated Budget for Next Status Period	Variance from Plan