

# Project Charter

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## ***Executive Summary***

This document formally authorizes the ProjectName. As of today, Friday, July 11, 2008, we are embarking on this project because we must improve click here to enter main reason(s) for project.

## ***Key stakeholders***

### **Executive Sponsor**

I, ExecutiveSponsor, enter title of sponsor will be the executive sponsor. My role will be to ensure the ultimate success of the project and champion and mentor the project manager. Also, I will sign off on all planning documents and change requests. If you have any questions I can be reached at enter phone number of sponsor or [emailaddressofsponsor@yourcompany.com](mailto:emailaddressofsponsor@yourcompany.com).

### **Project Manager**

ProjectManager will be the project manager. As such, ProjectManager is authorized to plan and conduct project activities and make necessary expenditures within the approved budget of enter amount for the project and achieve all project objectives. ProjectManager will be assembling an initial project team and can be reached at enter phone number of project manager or [emailaddressofprojectmanager@yourcompany.com](mailto:emailaddressofprojectmanager@yourcompany.com).

### ***Initial Project Team***

The initial project team will consist of enter number of people members taken from different areas of the company related to the project. If you are called upon to serve on this team, please do so knowing you have the approval of management. If you feel you cannot serve due to time concerns, please let me and your immediate manager know and we will reassess your current priorities.

If you are not asked to serve, please do not think it is because your input is not wanted or needed. Ultimately, it is our intention to solicit feedback from everyone involved in the project. Keep in mind that this project is still in the earliest stages of development and should we decide to continue you may be asked to serve in the future.

### ***Business need***

Click here and describe the circumstances that prompted this project in two to three sentences.

### ***Product and services needed***

Click here and describe the critical characteristics of the product or service needed in two or three sentences.

### ***Known issues***

Click here and describe any problems this project is expected to fix or desired results this project will achieve.

**Known constraints**

Click here and enter any known time, cost, scope, quality or other resource issues or factors that will limit the way the project team can approach the project.

**Known assumptions**

Click here and enter any facts that you presume to be true, real or certain in order to begin planning the project.

**Approval**

I have authored and examined this project charter and agree with and understand its contents and officially authorize that work can begin.

By: \_\_\_\_\_

ExecutiveSponsor

CompanyName

\_\_\_\_\_

Title

\_\_\_\_\_

Date