Project Charter

The Project Charter is a document that states the initial requirements of the project and formally authorizes the project. The Project Charter formally authorizes a project and provides the Project Manager with the authority to use organizational resources to run the project.

Project Title:

Project Description

Background to the Project: (Including the business case)

Project Objectives & Expected Outcomes:

Project Scope:
A general description of what the project does and does not include.

Key Assumptions:
(An assumption is a factor you consider to be true without any proof or verification. Assumptions may relate to organizational support and resources, technology, business processes, or expectations.)

Initial Risks:

Initial Estimate of Cost:

Initial Estimate of Time:

Project Manager:

Project Sponsor:

Approvals and Acceptance Requirements: