<Program Name> Program

<Project Name> Project

Project Charter

Version: <Document Version>

Date: <Published Date>

Revision History

This document is based on template version 1.0

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Description | Author |
| 0.1 | <Month Day, Year> | Initial Draft | <Person Who Made Changes to Document> |
| 0.2 | <Month Day, Year> | Second Draft  | <Person Who Made Changes to Document> |
| Etc…. | <Month Day, Year> | <Description of Draft> | <Person Who Made Changes to Document> |
| 1.0 | <Month Day, Year> | Published for Approval | <Person Who Made Changes to Document> |
| \*\*Published versions should use the following numbering scheme: 1.0, 2.0, 3.0, etc. Increment by 0.1 for work in progress\*\* |  | \*\*Summarize document changes, include reference to reason when applicable (e.g. Review meeting with…)\*\* |  |

\*\*Document Completion Instructions:

* Instructions in red and italics should be removed once the document is prepared.
* Pre-defined text is in black.
* Content in brackets is <to be defined> by the person preparing the document
* Please leave optional sections in the document even if they are not needed and provide a brief description as to why they are not needed (e.g. not applicable)
* You can customize the document by adding sections specific to your project. New sections should follow the standard formatting conventions for the template\*\*

# Purpose of this Document

The purpose of the Project Charter is to ensure alignment and common understanding from key stakeholders and to serve as the key document for initiation. Expectations from key stakeholders can change as market needs evolve and priorities shift. Therefore, it is necessary to verify/confirm alignment as early in the project as possible.

This is a “point in time” document that serves the purpose of initiating the project. There is no need to update this document later in the project. As new information becomes available, other documents will supersede this document. Whenever possible, this document should be completed and signed off before the project kickoff meeting, as it should be the main input for this meeting.

# Project Overview

\*\*This description should be brief, no more than two paragraphs.

<Insert brief description of what the project is about and why it is being done>

## Preliminary High Level Project Scope

This section describes the key deliverables or functionality expected from this project, clarifying what is included and what is not included.

\*\*At this point the work required to generate these deliverables may not be clear, so it should be included only when it is certain and relevant to clarify expectations. \*\*

### In Scope

* <List deliverables or functionality included in the project>

### Out of Scope

* <List deliverables or functionality not included in the project>

# Project Drivers

\*\* The Sponsor and key stakeholders need to define the relative weight of the three key constraints: schedule, quality and cost. They do this by assigning integer numbers that total 10. \*\*

This section clarifies priorities that will serve as guidelines for decision making during design, planning and execution. This table also includes the expectations key stakeholders have in terms of schedule (time to get in production), quality and cost (to get to production).

The highest integer value represents the greatest importance or priority for the project.

|  |  |  |
| --- | --- | --- |
| Driver | Relative Weight | Expectations |
| Schedule | <Integer number 1 to 10> | <Insert here expected month-year to get in production> |
| Quality | <Integer number 1 to 10> | <Insert here expectations related to quality> |
| Cost | <Integer number 1 to 10> | <Insert here the assigned budget to complete the project, including warranty but not production costs> |
| Total Weight | 10 |  |

## Rationale Behind the Main Driver

\*\* The sponsor and key stakeholders document the rationale for the main driver for the project: why it is the most important one for this project. This helps the PM and team to understand the needs of the business and buy into them. \*\*

<Include here the rationale behind the main driver>

# Business Objectives and Critical Success Factors

\*\* This section defines what success means for the project.

|  |  |
| --- | --- |
| Project Output | Success Criteria |
|  |  |
|  |  |
|  |  |

# Project Assumptions

*\*\* Assumptions are factors that are considered to be true or certain for planning purposes. The assumptions are based on the knowledge available at the time of planning, and usually involve some risk. \*\**

* <Insert assumptions in point form>

# Project Constraints

*\*\* Constraints are limitations or restrictions for planning the project. These can be schedule constraints (hard-dates when activities need to be started or completed e.g. year-end freeze), dependencies with other projects or events external to the project. \*\**

* <Insert constraints in point form>

# Acceptance - Signoff

*\*\* The Project Charter is created with the direct input of the sponsor, and usually documented by the PM. It also requires physical signoff from the Program Manager, and representatives of other business areas when applicable. \*\**

|  |  |  |  |
| --- | --- | --- | --- |
| Issued By | Name | Signature | Date |
| Project Sponsor | <Insert first and last name> |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Approved By | Name | Signature | Date |
| Program Manager | <Insert first and last name> |  |  |
| <Insert role> | <Insert first and last name> |  |  |
|  |  |  |  |

# Appendices

## Appendix A: <Insert Appendix Name>

## Appendix B: <Insert Appendix Name>