

Project Charter

Doc - _____

Project title:

Project sponsor:

Project manager:

Project customer:

Date prepared :

1.- Project purpose and / or justification :

- The core reason of the Project is being undertaken.
- May refer to a Business Case, the Organization's Strategic Plan, External Factors, a Contract Agreement, or any other reason for performing the Project.

2.- High - level / project description.

- A general description of the Project without entering in details.
- A summary-level description of the Project.
- May include information on high-level product and project deliverables, as well as the approach of the project.

3.- Project boundaries.

4.- Key deliverables.

- 4.1. Deliverable 1
- 4.2. Deliverable 2
- 4.3. Deliverable 3

5.- High - level / requirements.

- Stakeholder necessities that need to be covered by the Project.
- The high-level conditions or capabilities that must be met to satisfy the purpose of the project.
- Describe the product features and functions that must be present to meet stakeholders' needs and expectations.
- This section does not describe the detailed requirements.

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6.- Project approval requirements.

Requirements.

- Specific requirements that need to be covered in order for the project deliverables to be accepted and the project approved.

Aproved by.

- Individuals or Departments who should approve and sign.

7.- High - level / overall projects risks.

- General risks identified at the beginning of the Project.
- The initial risks at a project level, such as funding availability, new technology, or lack of resources.

8.- Project Objectives // Success criteria.

Scope (objectives)

Success criteria

Approved by / due date

Time (objectives)

Success criteria

Approved by / due date

Cost (objectives)

Success criteria

Approved by / due date

Other (objectives)

Success criteria

Approved by / due date

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9.- Summary milestone schedule.

Milestone

Due date

- Milestone 1
- Milestone 2
- Milestone 3

10.- Estimated summary budget // Pre-approved financial resources.

- The estimated rough approach of range of expenditure for the project.

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• TOTAL

11.- Stakeholders.

Stakeholder

Role

- A list of people that have an interest and an influence on the project success.

12.- Project exit criteria.

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13.- Project Manager Authority level.

- The authority of the Project Manager with regards to Staffing, Budget Management , and Variance, Technical Decisions and Conflict Resolution.

13.1.- Staffing decisions.

- Examples of Staffing Authority include the power to hire, discipline, accept or not accept project staff.

13.2.- Budget Management and Variance.

- Budget Management refers to the ability of the Project Manager to commit, manage and control project funds.
- Variance refers to the variance level that require escalation for approval or re-baselining.

13.3.- Technical Decisions.

- Technical Decisions define or limit the authority of the Project Manager to make technical decisions about deliverables or the project approach.

13.4.- Conflict Resolution.

- Conflict Resolution defines the degree to which the Project Manager can resolve conflict within the Team, within the Organization and with the external stakeholders.

14.- Sponsor Authority.

- The name, position and authority of the individual who oversees the project for the purposes of the project.
- Common types of authority include the ability to approve changes, determine acceptable variance limits, impact inter-project limits.

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15.- Aprovals

• Project Manager name

• Signature

• Date

• Sponsor or Originator name

• Signature

• Date