**A blue and black logo

AI-generated content may be incorrect.**

PROJECT CHARTER

This document hereby serves to create this project and authorize the  
project manager to obtain and manage the resource necessary to  
complete the project according to the boundaries specified herein.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Name: | |  | | | | Project Number: | |  |
| Description: | |  | | | | | | |
| Project Sponsor: | | |  | | Date Prepared: | |  | |
|  | | | | | | | | |
| **Project Scope:** | | | | | | | | |
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|  | | | | | | | | |
| **Business Case:** | | | | | | | | |
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| **Key Deliverables and/or Milestones:** | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **Key Stakeholders:** | | | | | | | | |
|  | | | | | | | | |
|  | Owner: | | |  | | | | |
|  | Project Sponsor: | | |  | | | | |
|  | Project Manager: | | |  | | | | |
|  | Other: | | |  | | | | |
|  | Other: | | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Funding Sources and Status** | | | | | | | | |
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| **Project Manager Authority Level:** | | | | | | | | |
| 🞏 | Project budget | | | 🞏 | Documentation | 🞏 | Risk Management | |
| 🞏 | Project changes | | | 🞏 | Stakeholder Engagement | 🞏 | Schedule | |
| 🞏 | Staffing decisions | | | 🞏 | Quality Assurance | 🞏 | Resources | |
| 🞏 | Technical decisions | | | 🞏 | Quality Control | 🞏 | Procurement | |
| 🞏 | Conflict resolution | | | 🞏 | Project Communication | 🞏 | Project Closure | |
| **Project Requirements:** | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **Assumptions:** | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **Approved:** | | | | | | | | |
|  | | | | | | | | |
| Project Sponsor: | | Name: |  | | | Date: | |  |
| Signature: |  | | |  | |  |
| Project Manager: | | Name: |  | | | Date: | |  |
| Signature: |  | | |  | |  |