



**Project Charter
Template**

Project Title: _____

Project Sponsor: _____

Date Prepared: _____

Project Manager: _____

Project Customer: _____

Project Purpose or Justification:

Define the reason the project is being undertaken. This section may refer to a business case, the strategic plan, external factors, a contract or any other document or reason for performing the project.

Project Description:

Provide a summary-level description of the project. This section may include information on high-level product and project deliverables as well as the approach to the project.

Project and Product Requirements:

Define 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 requirement as those are covered in requirements documentation.

Acceptance Criteria:

Identify the criteria that must be met in order for the project to be accepted by the customer or sponsor.



Initial Risks:

Document initial project risks. These will later be entered into a Risk Register as planning for the project begins.

Project Objectives	Success Criteria	Person Approving
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Scope:

<i>A statement that describes the scope needed to achieve the planned benefits of the project.</i>	<i>The specific and measurable criteria that will determine project success.</i>	<i>The name or position of the person that can sign off on the scope objectives.</i>
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Time:

<i>A statement that describes the goals for the timely completion of the project</i>	<i>The specific dates that must be met to determine schedule success.</i>	<i>The name or position of the person that can sign off on the scope objectives.</i>
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Cost:

<i>A statement that describes the goals for the project expenditures.</i>	<i>The specific currency or range of currency that defines budgetary success.</i>	<i>The name or position of the person that can sign off on the scope objectives.</i>
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Quality:

<i>A statement that describes the quality criteria for the project.</i>	<i>The specific measurements that must be met for the project and product to be considered a success.</i>	<i>The name or position of the person that can sign off on the scope objectives.</i>
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Other:

<i>Any other types of objectives appropriate to the project.</i>	<i>Relevant specific measurable results that define success.</i>	<i>The name or position of the person that can sign off on the scope objectives.</i>
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Summary Milestones	Due Date
<i>Significant events in the project. These can include the completion of key deliverables, the beginning or completion of a project phase or product acceptance.</i>	<i>Completion date of the milestone.</i>



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Estimated Budget:

List the initial range of estimated expenditures for the project.

Project Manager Authority Level

Staffing Decisions:

Define the authority of the project manager to hire, fire, discipline, accept or not accept project staff.

Budget Management and Variance:

Define the authority of the project manager to make technical decisions about the deliverables or the project approach.

Technical Decisions:

Define the authority of the project manager to make technical decisions about the deliverables or the project approach.

Conflict Resolution:

Define the authority of the project manager to resolve conflict within the team, within the organization and with external stakeholders.

Escalation Path for Authority Limitations:

Define the path of escalation for issues outside the authority level of the project manager.

Approvals:

Project Manager Signature

Sponsor or Originator Signature

Project Manager Name

Sponsor or Originator Name



Date

Date

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