

Abstract: This is the project charter document for <project>. This is a controlled document and should be maintained in a configuration environment.

Project Charter Template

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Revision History

Date	Description	Author	Version	Comments

Project purpose

<This paragraph should talk about the purpose of this project, including the business problem it is aiming to solve. The justification for the project should be provided here. >

Project Objectives

<This should outline objectives of the project. High level business needs expected to be addressed by the project are to be outlined.>

Project Success Criteria

<This paragraph should outline those aspects of the project that determine its success. This may include objective (“website should serve 1million users per month with page load time of under 2 seconds”) as well as subjective criteria (“webpage design should be pleasing to the customers”).>

High-level Requirements

<This section should list only high level requirements, mostly bulleted points. This should be starting point for the process of requirements collection effort.>

Project Risks

<This section should talk about identified risks for the project. These can be external or internal to the project. Risks may also about time-to-market, initiating from competition, regulations compliance from government or industry. If any of risk mitigation strategies are understood, they need to be mentioned as well.>

Major Milestones

<Major milestones include 'what is expected' and by 'when'. For an ecommerce web-site this could be the order and timelines for each of the modules (login, user-registration, role management, product details, shopping cart, logout, security, performance etc) to be delivered.>

Summary Budget

<This is crucial aspect of Project Charter. Many a times project comes to unexpected halt due to lack of funding. Planning the project scope based on budget will ensure that high-business-value features are done up-front giving most Return on Investment.>

High-level Assumptions, Dependencies and Constraints

<Any high level assumptions, constraints arising from government regulations, or otherwise, etc are to be outlined here.

And dependencies on the project, resources, funding etc – which will impact project are also outlined.>

Assumptions

Assumption	Impact	Strategy

Dependencies

Dependency	Impact	Strategy

Constraints

Constraint	Impact	Strategy

Core Team and Organizational Structure

Assigned Project Manager

<Project manager is identified and assigned when this document is prepared. This section will also talk about the authorization and responsibilities given to the project manager. These will basically vary based on whether the organization is that of functional, matrixed, or Projectized.>

Core Team

<Core team required to kick-start the project, and team ramp up expected – are mentioned in this section. Core team members identified at this juncture are mentioned as well.>

Name	Function	Role	Need*

*Need – indicates person-month (or whichever measurement unit is used) that this role is needed on the project. Expensive roles such as Architect are needed in full capacity at the beginning of the project, and in partial capacity at the later point. Such needs are mentioned here.

Project Sponsor

<Project sponsor, their designation, role and contact details are mentioned in this section.>