George J Raymond, PMP
AI & Project Management consultant

PROJECT CHARTER

1. General Project Information	
Project Name:	
Executive Sponsors:	
Department Sponsor:	
Impact of project:	

2. Project Team

	Name	Department	Telephone	E-mail
Project Manager:				
Team Members:				

3. Stakeholders *(e.g., those with a significant interest in or who will be significantly affected by this project)*

4. Project Scope Statement

Project Purpose / Business Justification *Describe the business need this project addresses*

Objectives (in business terms) *Describe the measurable outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy*

Deliverables *List the high-level "products" to be created (e.g., improved xxxx process, employee manual on yyyy)*

Scope *List what the project will and will not address (e.g., this project addresses units that report into the Office of Executive Vice President. Units that report into the Provosts Office are not included)*

Project Milestones *Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones*

Major Known Risks (including significant Assumptions) *Identify obstacles that may cause the project to fail.*

Risk	Risk Rating (Hi, Med, Lo)

Constraints *List any conditions that may limit the project team's options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).*

External Dependencies *Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?*

5. Communication Strategy *(specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.*

6. Sign-off

	Name	Signature	Date (MM/DD/YYYY)
Executive Sponsor			
Department Sponsor			
Project Manager			

7. Notes