**Project Name:**

**Project Description:**

**Department(s):**

**Focus Area:**

**Product/Process:**

**Schedule:**

**Estimated Budget:**

**Current Date:**

**Project Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Document Owner(s): Stakeholders** | **Project/Organizational Title** | **Internal or External** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |

**Stakeholder Description:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder Role** | **Name** | **Level (high/mid/low)** | **Subject Matter Expert** |
| Sponsor |  |  |  |
| Sponsor |  |  |  |
| Client |  |  |  |
| Client |  |  |  |
| Project Manager |  |  |  |
| Associate |  |  |  |
| Team member |  |  |  |
| Team member |  |  |  |
| Vendor |  |  |  |

Describe in a few sentences each stakeholder’s involvement on the project. The purpose of this section is to provide the reviewer with a quick summery of all identified stakeholders and their involvement. Make sure to include everyone indicated from the scenario.

Example: [replace example with your stakeholder description from the scenario]

Tom Higgins is the program manager for this project and holds a senior-level administrative position in the procurement department. He is an internal stakeholder, directly involved in the full life cycle of the project, and manages the procurement process, budget, contracts, and resource allocation. Allen Kennedy and Johnson Williams report directly to him.

# PROJECT CHARTER PURPOSE

[Replace this text with your own statement of the Project Charter Purpose.]

# PROJECT EXECUTIVE SUMMARY

[Replace this text with a high-level view of:

* Project goals
* Objectives
* Scope
* Assumptions
* Risks
* Costs
* Time line
* Approach
* Organization]

# PROJECT OVERVIEW

[Replace this text with the rationale and business justification for undertaking this project.]

# PROJECT SCOPE

## Goals and Objectives

|  |  |
| --- | --- |
| **Goals** | **Objectives** |
| [Replace this text with project goals. For example: The project will provide an improved system for managing product returns.] | [Replace this text with objectives for each goal. For example:   1. Develop a system by June that tracks an end-to-end process for 100% of product returns. 2. Integrate new system with sales to improve customer satisfaction 40% by year-end.] |

## Departmental Statements of Work (SOW)

|  |  |  |
| --- | --- | --- |
| **Departmental SOW** | **Owner/Prime** | **Due Date/Sequence** |
|  |  |  |
|  |  |  |
|  |  |  |

## Organizational Impacts

|  |  |
| --- | --- |
| **Organization** | **Impact to and Participation of Organization** |
|  |  |
|  |  |
|  |  |

## Project Deliverables

|  |  |
| --- | --- |
| **Milestone** | **Deliverable** |
| 1. [Milestone Description] | * [Deliverable 1—description] * [Deliverable 2—description] * [Deliverable *n*—description] |
| 1. [Milestone Description] | * [Deliverable 1—description] * [Deliverable 2—description] * [Deliverable *n—*description] |
|  |  |

## Deliverables Out of Scope

[Replace this text with a description of key logical areas not considered part of the boundaries of this project. Examples of these out-of-scope deliverables may include data, processes, applications, or business management*.*]

## Project Estimated Costs and Duration

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Milestone** | **Date Estimate** | **Deliverable(s) Included** | **Confidence Level** |
| [Milestone 1] | [mm/dd/yy] | [Deliverable 1]  [Deliverable 2] | [High/Medium/Low] |
| [Milestone 2] | [mm/dd/yy] | [Deliverable 1]  [Deliverable 2] | [High/Medium/Low] |
|  |  |  |  |

# PROJECT CONDITIONS

## Project Assumptions

* [Assumption 1]
* [Assumption 2]
* [Assumption 3]

## Project Issues

**Priority Criteria**

1 − High-priority/critical-path issue; requires immediate follow-up and resolution.

2 − Medium-priority issue; requires follow-up before completion of next project milestone.

3 − Low-priority issue; to be resolved prior to project completion.

4 − Closed issue.

| **#** | **Date** | **Priority** | **Owner** | **Description** | **Status and Resolution** |
| --- | --- | --- | --- | --- | --- |
| 1 | [mm/dd/yy] |  |  | [Issue 1 description] | [Replace this text with status and proposed or actual resolution.] |
| 2 | [mm/dd/yy] |  |  | [Issue 2 description] | [Replace this text with status and proposed or actual resolution.] |

## Project Risks

| **#** | **Risk Area** | **Likelihood** | **Risk Owner** | **Project Impact-Mitigation Plan** |
| --- | --- | --- | --- | --- |
| 1 | [Project risk] | [High/Medium/Low] |  | [Replace this text with a description of the mitigation plan.] |
| 2 | [Project risk] | [High/Medium/Low] |  | [Replace this text with a description of the mitigation plan.] |

# Project Structure Approach

[Replace this text with a description of how the project will be structured and what approach will be used to manage the project.

* What are the dependencies of the project?
* How will you plan and manage the project?]

# Project Team Organization Plans

|  |  |  |
| --- | --- | --- |
| **Project Team Role** | **Project Team Member(s)** | **Responsibilities** |
| [Role Title] | [Name(s)] | [Replace this text with a description of the role responsibilities.] |
|  |  |  |
|  |  |  |
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# Project Milestones

|  |  |
| --- | --- |
| **Milestone** | **Deliverable** |
| [Name of document/reference] | [Description with available hyperlinks] |
|  |  |
|  |  |