# Project Charter

## [Project Name]

##### Start: [Date]

##### Projected End: [Date]

Approval of the Project Charter indicates an understanding of the purpose and content described in this deliverable. By signing this deliverable, each individual agrees work will be initiated on this project and necessary resources are committed as described herein

Approver Name Title Signature Date

Approver Name Approver Title Date

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Approver Name Approver Title Date

### Section 1. Project Overview, Scope and Stakeholders

#### Project Description

Provide a high-level description of the project. What are you trying to achieve? What business issue or need is being addressed, as stated in the Business Case?

Click or tap here to enter text.

#### Alignment to Business Goals/Objectives

Define what specific business goals and objectives will be met as a deliverable from this project.

| Business Case Reference ID\* | Business Goal/Objective | Description | How Will Success Be Measured? |
| --- | --- | --- | --- |
| BC001 |  |  |  |
| BC002 |  |  |  |
| BC003 |  |  |  |
| BC004 |  |  |  |
| BC005 |  |  |  |

\*For level 3 and 4 projects, refer to the Business Case to obtain the Reference ID of the related Business Goal/Objective.

\*For level 1 and 2 projects initiated as the result of a Project Request, refer to the Project Request to obtain the Reference ID of the related Business Goal/Objective.

If a new business goal or objective has been identified, put “new” following the Business Case Reference ID.

#### Scope

The scope defines project limits and identifies the products and/or services delivered by the project. The scope establishes the boundaries of the project. The project scope definition should also describe products and/or services that are outside of the project scope.

Click or tap here to enter text.

| Project Includes |
| --- |
|  |
|  |
|  |

Click or tap here to enter text.

| Project Excludes |
| --- |
|  |
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#### Click or tap here to enter text.

#### Key Stakeholders

Identify key stakeholders and their interests in the project. What do key stakeholders want from this project?

| Stakeholder Name | Interests |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

### Section 2. Schedule, Budget and Resources

#### Rough Schedule

List the major milestones and deliverables and their planned finish dates. This list should reflect products and/or services included with this project, as well as the delivery of key project management or other project-related deliverables.

| Milestone/Deliverable | Planned Finish Date\* |
| --- | --- |
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|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

\*Planned finish dates defined here are high-level. Project schedules and timelines will be finalized during the Planning Phase

#### Rough Budget

Identify the funding amount, source of authorization, and method of funding (e.g., capital budget, rider authority, appropriated receipts) approved for the project. Project budget represents amount of funds allocated to the project to complete the project objectives and cover project costs.

| Amount | Source | Authorizing Body |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

#### Key Resources, Roles and Responsibilities

Identify roles and responsibilities for the project team and stakeholders. (Include Subject Matter Experts (SMEs) and Approvers in this list.)

| Project Role | Name | Responsibility |
| --- | --- | --- |
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|  |  |  |
|  |  |  |
|  |  |  |

| Resources and Facilities | Who Is Responsible for Provisioning? |
| --- | --- |
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|  |  |

### Section 3. Risk and Quality Considerations

#### Risk

Describe what could go wrong, if it contains confidential information, and if the project is subject to internal audit or governance oversight.

Click or tap here to enter text.

#### Quality

Describe project quality considerations. Does the project involve confidential information? Is the project subject to System-level governance or Internal Audit oversight?

Click or tap here to enter text.

### Section 4. Assumptions and Constraints

#### Assumptions

Describe the assumptions made in establishing this project’s requirements, scope, schedule, and budget. Who will support the result when the project ends? What other events or circumstances are you expecting to occur during the project?

|  |
| --- |
| Scope: |
|  |
| Schedule: |
|  |
| Budget: |
|  |
| Other: |
|  |

#### Constraints and Triple Constraint Priority

Scope, schedule, and budget are the three constraints on every project that are not independent of one another. A change to one constraint will have an impact on the other two.

Rank the Triple Constraint in priority order (from 1= Most Important to 3= Least Important). Each constraint must be uniquely ranked. Describe any other constraints that apply to the project.

| Triple Constraint | Ranking | Comments |
| --- | --- | --- |
| Scope | Choose a ranking. |  |
| Schedule | Choose a ranking. |  |
| Budget | Choose a ranking. |  |
| Other | Not applicable |  |