

# Project Charter

A **Project Charter** is a clear and accurate definition of a project.

A **Project** is a series of planned out deliverables and tasks designed to achieve a stated goal by a specific date.

**Deliverables** are the major components required to ensure a complete project is developed.

**Project Sponsors** are all those individuals who ensure continued support for your project. They rally for your project

**Project Manager/Leader** does whatever it takes to ensure that the members of the project team can do their work.

**Stakeholders** are all those groups or individuals, (internal or external) which are impacted by, or can impact, the outcome of your project.

**Key Stakeholders** are Stakeholders who, if their support were to be withdrawn, would cause your project to fail.

## DEFINING THE PROJECT

Project Title \_\_\_\_\_ Completion Date & Time \_\_\_\_\_

Complete project statement

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Clear statement of the benefits of this project

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Who is the project sponsor? \_\_\_\_\_

Who is the project manager? \_\_\_\_\_

Who are the project stakeholders? \_\_\_\_\_

Who is the project's key stakeholder? \_\_\_\_\_

Order	Deliverables	How Long?	Start/End Date	Who?
_____	_____	_____	____/____	_____
_____	_____	_____	____/____	_____
_____	_____	_____	____/____	_____
_____	_____	_____	____/____	_____
_____	_____	_____	____/____	_____
_____	_____	_____	____/____	_____

### Risks

Two, or more possible obstacles w/solutions to an on-time and as-planned project completion

Obstacle \_\_\_\_\_

Solution \_\_\_\_\_

Obstacle \_\_\_\_\_

Solution \_\_\_\_\_

Obstacle \_\_\_\_\_

Solution \_\_\_\_\_

Obstacle \_\_\_\_\_

Solution \_\_\_\_\_

Obstacle \_\_\_\_\_

Solution \_\_\_\_\_

Planned Tracking Meeting Dates and Times \_\_\_\_\_

Hindsight Review Meeting Date and Time \_\_\_\_\_