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| **Project Charter Template** |
| **Scope statement:** |
| * + What is the desired outcome, system, or product to be delivered?   + What boundaries or elements are included in the scope?   + What boundaries or elements are not included in the scope?   + What requires further definition in the discovery phase? |
| **Business Case:** |
| * What problem needs to be solved? * What value or benefit will the project create? * What is the alignment to the organizational or business priorities, targets, and plans? * What regulatory or other requirements need to be implemented? |
| **Resources:** |
| * Project Manager * Key Stakeholders (state their function/role) * Ultimate person accountable for the delivered project (sponsor) * Cross-functional teams required and leads for each group |
| **Key Milestones:**  **Constraint Considerations:** |
| * Time * Cost/Available Budget * Scope * Quality |
| **Agreements (This may include contracts or letters of intent from vendors. It could also consist of service level agreements.)** |
| **Other Constraints or Environmental Factors: (e.g. legal, governmental, regulatory requirements, or norms and frameworks within the organization or market)** |
| **Approvals:**  **\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Customer Sponsor Project Manager |