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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?
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| **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  |