**Project Charter**

**1. Project Title**

*Insert the name of the project here.*

**2. Project Background**

**Purpose:**

*Explain why the project is necessary and how it aligns with organizational goals.*

**Benefits:**

*Describe the expected benefits of the project for the organization and stakeholders.*

**3. Project Scope**

**In-Scope:**

*Clearly define what is included in the project.*

**Out-of-Scope:**

*Clearly define what is excluded from the project.*

**4. Project Objectives**

*List specific, measurable, achievable, relevant, and time-bound (SMART) objectives:*

* Objective 1
* Objective 2
* Objective 3

**5. Project Timeline**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Description** | **Start Date** | **End Date** |
| Project Start | *Brief description of project start* |  |  |
| Key Milestone 1 | *Description of the milestone* |  |  |
| Project Completion | *Final completion date* |  |  |

**6. Project Budget**

**Estimated Costs:**

*Provide an outline of the estimated project costs, including resources, labor, and materials.*

**7. Project Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Stakeholder** | **Role** | **Contact Information** |
| Project Sponsor | *Role Description* | *Contact Details* |
| Project Manager | *Role Description* | *Contact Details* |
| Team Member 1 | *Role Description* | *Contact Details* |
| External Stakeholder 1 | *Role Description* | *Contact Details* |

**8. Risks and Assumptions**

**Risks:**

*List potential risks and their impacts.*

* Risk 1
* Risk 2

**Assumptions:**

*List key assumptions on which the project plan is based.*

* Assumption 1
* Assumption 2

**9. Project Management Approach**

*Outline the methodology, tools, and processes that will be used to manage the project (e.g., Agile, Waterfall).*

**10. Project Deliverables**

*Define the key deliverables, including any reports, products, or services.*

* Deliverable 1
* Deliverable 2
* Deliverable 3

**Approval**

Project Sponsor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_