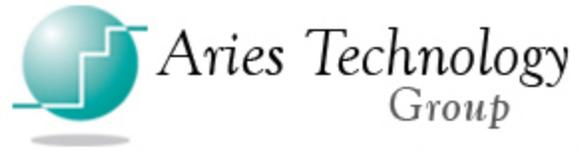


Insert Customer Logo



Project Charter

Executive Summary

This document formally authorizes the ProjectName. As of today, Thursday, July 1, 2020, we are embarking on the project because we must improve...*Enter the main reason(s) for the project.*

Key Stakeholders

Executive Sponsor

I, ExecutiveSponsor'sName, ExecutiveSponsor'sTitle will be the executive sponsor. My role will be to ensure the ultimate success of the project and champion and mentor the project manager. Also, I will sign off on all planning documents and change requests. If you have any questions, I can be reached at PhoneNumber or EMailAddress.

Project Manager

ProjectManager'sName will be the project manager. As such, ProjectManager'sName is authorized to plan and conduct project activities and make necessary expenditures within the approved budget of \$Amount for the project and achieve all project objectives.

ProjectManager'sName will be assembling an initial project team and can be reached at PhoneNumber or EMailAddress.

Initial Project Team

The initial project team will consist of #ofPeople members taken from different areas of the company related to the project. If you are called upon to serve on this team, please do so knowing you have the approval of management. If you feel you cannot serve due to time concerns, please let me and your immediate manager know and we will reassess your current priorities.

If you are not asked to server, please do not think it is because your input is not wanted or needed. Ultimately, it is our intention to solicit feedback from everyone involved in the project. Keep in mind that this project is still in the earliest stages of development and should we decide to continue you may be asked to serve in the future.

Business Need

Describe the circumstances that prompted this project in two to three sentences.

Products and Services Needed

Describe the critical characteristics of the products or services needed in two to three sentences.

Known Issues

Describe any problems this project is expected to fix or the desired results this project will achieve.

Known Constraints

Enter any known time, cost, scope, quality or other resource issues or factors that will limit the way the project team can approach the project.

Known Assumptions

Enter any facts that you presume to be true, real or certain in order to begin planning the project.

Approval

I have authored and examined the Project Charter and agree with and understand its contents and officially authorize that work can begin.

By: _____

ExecutiveSponsor'sName

CompanyName

Title

Date