

# PROJECT CHARTER

Formal project authorization and mandate document

Template T-01 · Chapter 4: Project Charter and Initiation

## 1. PROJECT IDENTIFICATION

<b>Project Title</b>	<i>Enter full project title</i>		
<b>Project Code / ID</b>	<i>e.g. PRJ-2026-001</i>	<b>Version</b>	<i>1.0</i>
<b>Project Manager</b>	<i>Name, role</i>	<b>Date Issued</b>	<i>DD/MM/YYYY</i>
<b>Sponsor</b>	<i>Executive sponsor name</i>	<b>Target End Date</b>	<i>DD/MM/YYYY</i>
<b>Department / Unit</b>	<i>Owning department</i>	<b>Priority</b>	<i>High / Medium / Low</i>

## 2. PURPOSE & BUSINESS JUSTIFICATION

<b>Problem / Opportunity Statement</b>
<i>Describe the business problem or opportunity this project addresses. Why is this project necessary now?</i>
<b>Expected Business Benefits</b>
<i>Quantify benefits where possible. Include financial, operational, and strategic benefits.</i>

## 3. PROJECT OBJECTIVES (SMART)

#	Objective (Specific, Measurable, Achievable, Relevant, Time-bound)	Success Criterion
1		
2		
3		

## 4. SCOPE DEFINITION

IN SCOPE	OUT OF SCOPE
<i>List what is explicitly included...</i>	<i>List what is explicitly excluded...</i>

## 5. HIGH-LEVEL SCHEDULE & MILESTONES

Milestone	Target Date	Responsible	Status
Project Kick-off			
Planning Complete			
Design Approved			
Execution Start			
UAT / Acceptance			
Project Closure			

## 6. HIGH-LEVEL BUDGET

Cost Category	Estimated (\$)	Approved (\$)	Notes
Internal Labor			
External / Vendors			
Hardware / Equipment			
Software / Licenses			
Travel & Logistics			
Contingency (10%)			

### TOTAL PROJECT BUDGET

## 7. ASSUMPTIONS & CONSTRAINTS

ASSUMPTIONS	CONSTRAINTS
<i>List things assumed to be true but not confirmed...</i>	<i>List known limitations on budget, time, resources, or technology...</i>

## 8. KEY STAKEHOLDERS

Name / Organization	Role	Interest Level	Key Expectations


## 9. INITIAL RISK ASSESSMENT

Risk Description	Probability	Impact	Initial Response
	<i>H / M / L</i>	<i>H / M / L</i>	
	<i>H / M / L</i>	<i>H / M / L</i>	
	<i>H / M / L</i>	<i>H / M / L</i>	

## 10. PROJECT AUTHORIZATION & SIGNATURES

Role	Name	Signature	Date
Project Manager			
Project Sponsor			
Customer Representative			
PMO Representative			

### From the book: Project Management: From Initiation to Closure

*The Project Charter is the document that formally authorizes the project. Without a signed charter, you have no documented mandate to commit resources, make decisions, or hold anyone accountable. It is the project's birth certificate.*

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