|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT CHARTER** | | | | |
| **Project Name** |  | | | |
| **Project Sponsor** |  | | **Project Manager** |  |
| **Date of Project Approval** |  | | **Last Revision Date** |  |
| **Project Description** |  | | | |
| **Scope and boundaries** |  | | | |
| **Business Case** |  | | | |
| **Project Constraints** | **Time** | Start Date:  Finish Date: | | |
| **Budget** |  | | |
| **Project Objectives** | 1.  2.  3.  4. | | | |
| **Project Deliverables and milestones** | |  |  | | --- | --- | | **Milestone** | **Delivery Date** | |  |  | |  |  | | | | |
| **Project Board** | * X * Y * Z | **Project Team Members** | | * X * Y * Z |
| **Key Stakeholders** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Stakeholder** | **For/Against** | **Power** | **Interest** | **Strategy** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | | | |
| **Communication Approach** | |  |  |  |  | | --- | --- | --- | --- | | **Communication Event** | **Purpose** | **Medium/Channel** | **Audience** | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | |
| **Key Risks** | |  |  |  |  | | --- | --- | --- | --- | | **Risk** | **Probability** | **Impact** | **Response** | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | |
| **Approval** | Project Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Client \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project Sponsor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |