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Project Charter - [PROJECT NAME]

DD.MM.YYYY

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# General Information

**Project Name:**

**Project Manager:**

**Sponsor:**

## Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Revised by** | **Approved by** | **Description of change** |
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# Formal Announcement of the Project

*[The formal announcement is a simple statement informing about the initiation of the project and its general background and purpose.]*

This document aims to formally announce the initiation of the [PROJECT NAME] project. The background and the motivation of the project are as follows:

*[General description of project background]*

*[General description of project purpose]*

The project manager responsible for the supervision of the project efforts is [NAME OF PROJECT MANAGER].

*[Relevant signatures]*

# Project Purpose

*[In this section you will describe the general goal of your project. Why are you running the project in the first place? Try to express it in a paragraph with a few sentences, but avoid writing too many details.]*

# Project Scope

*[In this section you will describe the general scope of your project, as well as its boundaries. You can break this section down into two subsections: the major activities or tasks in the project and the out-of-scope activities.]*

## Major tasks of the project

*[List the major summary tasks of the project and, when relevant, break them down into work packages. Remember that this is a summary of the project, so you should avoid putting too much information. The details of the summary tasks and work packages can be presented in another document.]*

## Out-of-scope activities

*[The out-of-scope activities are relevant for your project but are not to be developed by the project team. For example, while your project might be about implementing a new software, you may want to keep the task of providing formal training out of the scope of the project. It should, however, be mentioned here since it is a highly recommended task.]*

# Project Deliverables

*[In this section you will detail the intermediate and final deliverables of your project.]*

# Cost Estimates

*[In this section you will provide a summary of all the cost estimates related to your work packages and activities. The costs are divided into* ***internal labor costs*** *and* ***external costs****.*

*Internal labor costs are the estimates of the necessary amount of labor hours to complete the work packages. If there are too many work packages, keep things in a summary task level and provide details in a separate document.*

*For external costs, you should think about suppliers, raw material, external contractors, consultants, as well as other activities such as traveling and training.]*

# Schedule Estimates

*[The schedule provides an overview of the major events in the project, as well as the duration of your work packages. In order to provide the best insight, it is recommendable to use a time-scale network, since it condenses the relevant information under an easy-to-read graph.*

*Another factor to mention here are the external milestones and events that affect the project but do not depend on it. For example, the publication of financial statements by a certain company or the required amount of time required to get government approval for a specific part of the project.]*

# Project Objectives

*[The objectives break down the deliverables into measurable goals. While a deliverable might be the blueprint of a house, an objective is to present the document before date X or under the budget Y. It is important to write your objectives in a specific and measurable way, so you can actually check whether you achieved them or not. As a consequence, you can link them to your schedule to better visualize the progress of your project.]*

# Project Constraints and Risks

*[List the constraints and risks of your project. Examples of constraints are the final date for delivery, the amount of workers available to take part on the project, the characteristics of your product, etc.*

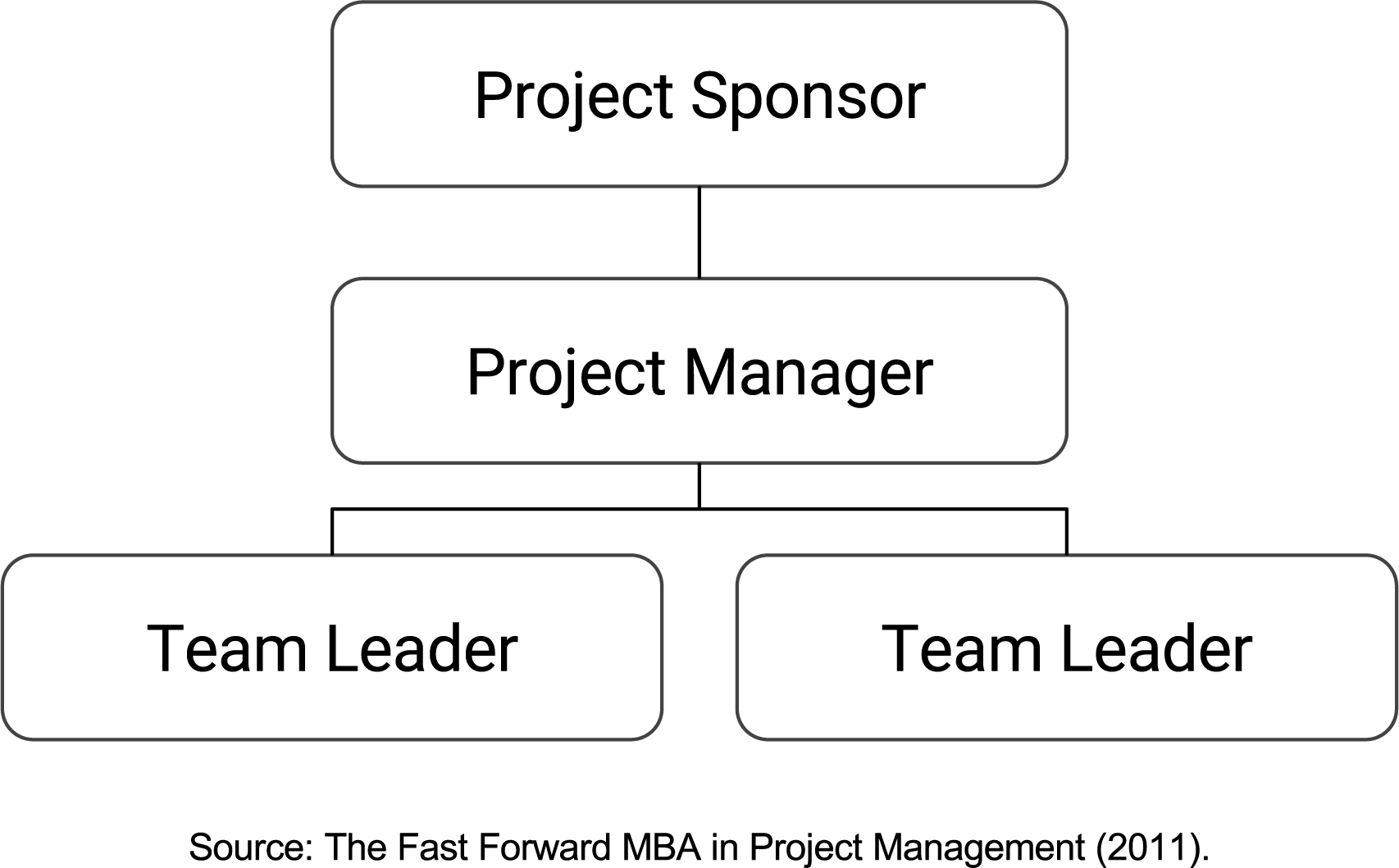
*You should also mention which assumptions are guiding your work. For example, if you assume that the team will be available full-time, you will base your schedule on that; if you believe it will be available part-time, your schedule will be different. Such assumptions (and their impact if they are incorrect) must be mentioned in order to provide a better understanding of the project.]*

# Stakeholders

*[Use this section to mention who are your stakeholder and what are their roles in the project.]*

# Chain of Command

*[This is an optional section and is not really relevant for small projects. The chain of command establishes who reports to whom in the project, and it is a good way to organize the information in big projects and avoid waste of time and resources.]*

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