Project Charter (1		Doc. Ref.	
Project Name :				
Revision No.		Date		,
Description:				
Purpose:				
Scope / Boundaries:				

DELIVERABLES

Deliverable / Objective	Success criteria

Project Charter (2)

SCHEDULE

ID	Description	Date

CONSTRAINTS

ID	Description

ASSUMPTIONS

ID	Description

REFERENCE DOCUMENTS

Doc. Ref.	Name

Doc. Ref.	Name

Project Charter (3)

STAKEHOLDERS

Name	Position

AUTHORITY LEVELS

Name	Position	Authority

Budget:	
Approval requirements:	
Owner / Client:	
Project Sponsor	r:
Project Manage	er:

Project Charter (4)

APPROVAL SIGNATURES

Project Sponsor		
	Date	
	,	
Project Manager		
	Date	
	,	
Finance Manager		
	Date	
	,	

This Project Charter should be included in the contract to provide clarity regarding the requirements, deliverables and expected results.