

Version: Draft

## 1. PROJECT IDENTIFICATION

Project name

Project code / ID

Business unit

Sponsor (name, title)

Project manager

Start date

Target completion date

Version / revision

## 2. BUSINESS CASE AND JUSTIFICATION

*Describe the business problem or opportunity, why it must be addressed now, and what happens if the project is not done. Summarise expected value (revenue, cost saving, risk reduction, compliance).*

## 3. PROJECT OBJECTIVES (SMART)

*State 3–5 specific, measurable objectives. Each should be attributable to a business metric.*

#	Objective	Metric / target	Owner
1			
2			
3			
4			
5			

## 4. SCOPE

### 4.1 In scope

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## 4.2 Out of scope

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## 4.3 Key deliverables

#	Deliverable	Acceptance criteria	Owner
1			
2			
3			
4			
5			

## 5. HIGH-LEVEL MILESTONES

Milestone	Target date	Owner	Dependency

## 6. BUDGET ENVELOPE

Approved budget \$

Funding source

Contingency reserve (%)

Management reserve

## 7. STAKEHOLDERS (INITIAL)

Stakeholder / group	Role / interest	Influence (L/M/H)	Engagement (U/R/N/S/L)

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Stakeholder / group	Role / interest	Influence (L/M/H)	Engagement (U/R/N/S/L)

## 8. TOP RISKS AND ASSUMPTIONS

### 8.1 Top risks

#	Risk	Impact (L/M/H)	Prob (L/M/H)	Response
1				
2				
3				
4				
5				

### 8.2 Assumptions and constraints

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## 9. SUCCESS CRITERIA AND EXIT CONDITIONS

*State the conditions that must be true at close-out for the project to be declared successful.*

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## 10. AUTHORITY OF THE PROJECT MANAGER

*Describe the decision rights delegated to the project manager (budget, resource assignment, change approval thresholds, vendor contracting).*

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## APPROVALS

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# Project Charter

TEMPLATE (BLANK)

Blank template — ready to fill

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**Sponsor**

Signature

Date

**Business Owner**

Signature

Date

**Project Manager**

Signature

Date

**PMO Director**

Signature

Date















