|  |  |  |  |
| --- | --- | --- | --- |
| **Project Specifics** | | | |
| Project Identification | Unique ID for Project | | |
| Project Organisation | Organisation performing the project | | |
| Project Manager | Person heading up the project | | |
| Sponsor Organisation | Organisation receiving the benefits or funding the project | | |
| Sponsor |  | Position |  |

Contents of Charter

[Executive Summary 2](#_Toc276732622)

[Background 2](#_Toc276732623)

[Project Objective 2](#_Toc276732624)

[Preliminary Scope Statement 2](#_Toc276732625)

[Product Scope 2](#_Toc276732626)

[Project Scope 3](#_Toc276732627)

[Benefits 3](#_Toc276732628)

[Assumptions 3](#_Toc276732629)

[Constraints 3](#_Toc276732630)

[Major Risks 3](#_Toc276732631)

[Estimated Budget 4](#_Toc276732632)

[Milestone Summary 4](#_Toc276732633)

|  |  |  |
| --- | --- | --- |
| **Project Authority to Proceed** | | |
| This charter represents an accord authorised by the below | | |
| Project Manager | | Sponsor |
| Sign |  |  |
| Date |  |  |

## Executive Summary

The executive summary should a short but high level descriptive of the charter. It should have logical flow and provide in a short reading a synopsis of the project. This can be strengthen through:

* Logical flow
  + Start with the problem
  + Define the solution
* Summary of specifics including
  + Costs
  + Risks
  + Duration
* Written with a positive tone, selling the project’s benefits.

## Background

The background investigates the reason why the project is being conducted. It should highlight the need or opportunity for which the project is to realise. Where possible the inclusion of feasibility studies, baseline data, statistics etc. will strengthen this section.

## Project Objective

The project should have a singular high level measureable objective based upon the deliverable. The objective can be broken further into linking sub-objectives where applicable. This section can be strengthened by:

* the appropriate alignment of the Project’s objective to those of the Client’s and Project Organisations
* the use of the SMART objective setting principle
* the incorporation of Key Success Factors (KSF) outlining criteria essential to the project’s success

## Preliminary Scope Statement

A qualitative summary of the project’s scope conducted at a high-level. The statement is descriptive and it not written at a granular level.

## Product Scope

List the specifics of the deliverables. This section can be strengthened by listing the specific measurable criteria and functionality of the solution.

## Project Scope

List the inclusions and exclusions of the project. This should identify the work which the project will be conducting and identify the limitations of the project.

|  |  |
| --- | --- |
| **Project Inclusions** | **Project Exclusions** |
|  |  |
|  |  |

## Benefits

List the benefits which the project aims to deliver to the Client Organisation. This should include translate the deliverables of the project into quantifiable benefits for the client.

## Assumptions

List any assumptions which have been made by either party. This section can be strengthened by incorporating the risk level and assigning a resource and review date for each assumption.

## Constraints

List the factors which have the capacity to limit the project. This section can be strengthened with the inclusion of:

* the degree of flexibility of each constraint
* how the project manager will prioritise these when making project decisions

## Major Risks

This section should include the major risks of undertaking the project. This section can be strengthened through an analysis of:

* Risks involved with not undertaking the project
* Opportunities (positive risks)
* A quantitative risk assessment
* Risks that are supported through research and statistics

## Estimated Budget

|  |  |
| --- | --- |
| **Estimated budget** | |
| Project Item or Phase | Estimated cost |
|  |  |
|  |  |
|  |  |
| Total Cost | $$ |

## Milestone Summary

|  |  |
| --- | --- |
| **Milestone Summary** | |
| Milestone 1 | Expected realisation date |
|  |  |
|  |  |
|  |  |