

Project Charter

Project title:

Responsible parties:

Start date:

Completion date:

Business Case

(Why should we do this?)

Opportunity Statement

(What opportunities will be won or what problems will be solved?)

Goal Statement

(What do we want to achieve specifically? SMART: Specific, measurable, ambitious, realistic, time-bound)

Project Scope

(What processes are we addressing, what is outside our scope, what is the Teams authority?)

Project Plan

(How will the team get things done? Crucial milestones or activities)

Activities calendar week

- 1.
- 2.
- 3.
- 4.

Project Team

(Who are the team members, which roles and which responsibilities do they have?)

1. Sponsor
2. Project leader
3. Team member with specific role or responsibility
4. Team member with specific role or responsibility
5.

...

Date:

Signature Sponsor:

Signature Project leader: