

PROJECT CHARTER

| 1. General Project Information | | | | |
|--------------------------------|------|----------|-----------|--------|
| Project Name: | | | | |
| Executive Sponsors: | | | | |
| Strategic Plan Strategies: | | | | |
| Impact of project: | | | | |
| 2. Project Team | | | | |
| Role | Name | Position | Telephone | E-mail |
| Project Sponsor: | | | | |
| Project Lead: | | | | |
| Team Member: | | | | |
| Team Member: | | | | |
| Team Member: | | | | |

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PROJECT CHARTER

| | | | | |
|---|--|--|--|--|
| Team Member: | | | | |
| 3. Project Scope Statement | | | | |
| Project Purpose / Business Justification | | | | |
| Deliverables | | | | |
| Project Milestones | | | | |

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| START DATE | PHASE | PROJECT TASK | ETC (ESTIMATE TO COMPLETE) |
|------------|-------|--------------|----------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| Major Known Risks (including significant Assumptions) | |
|---|---------------------------|
| Risks | Risk Rating (Hi, Med, Lo) |
| | High |
| | Medium |
| | Low |

| 5. Project Sign-off | | | |
|---------------------|------|-----------|-------------------|
| | Name | Signature | Date (MM/DD/YYYY) |
| Project Sponsor | | | |

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| 5. Project Sign-off | | | |
|----------------------------|-------------|------------------|--------------------------|
| | Name | Signature | Date (MM/DD/YYYY) |
| Project Manager | | | |

| Document Revision History | | | |
|----------------------------------|----------------|------------------------------|---------------|
| Date | Version | Description of Change | Author |
| | | | |
| | | | |
| | | | |

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