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:				

Team Member:				

3. Project Scope Statement

Project Purpose / Business Justification

Deliverables

Project Milestones

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			

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

Document Revision History			
Date	**Version**	**Description of Change**	**Author**