

## PROJECT CHARTER

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### 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:				

## PROJECT CHARTER

<b>Team Member:</b>				
<b>3. Project Scope Statement</b>				
<b>Project Purpose / Business Justification</b>				
<b>Deliverables</b>				
<b>Project Milestones</b>				

Submitted by:

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Monday, February 17, 2020

## PROJECT CHARTER

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			

Submitted by:

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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