

# Project Charter

<b>Project Name</b>			
<b>Project ID</b>			
<b>Project Sponsor</b>			
<b>Project Caretaker</b>			
<b>Project Manager</b>			
<b>Project Team</b>			
<b>Project Start Date</b>		<b>Estimated Completion Date</b>	
<b>Last Updated</b>			

## Problem Statement

## Goal Statement

## Methodology

## Project Scope

<b>In Scope</b>	<b>Out of Scope</b>
<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>

## Expected Outcomes or Deliverables

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## Data Management Plan including any IP

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## Project Milestones

Milestone	Expected Date

## Project Budget

Item	How funded	Amount
Total		

## Additional Reading:

### Project Authorization

This project charter formally authorizes the existence of the project, [TITLE], and provides the Project Manager with the authority to apply organizational resources to project activities described herein. If there is a change in the project scope, the project charter will be updated and submitted for re-approval by the undersigned.

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*[Name]*  
*Project Sponsor*

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Date

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*[Name]*  
*Project Conservator*

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Date

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*[Name]*  
*Project Caretaker*

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Date