

Project Charter (ProjectQualityHub.com)

◆ Sheet 1: Project Overview

Field	Details
Project Name	
Project Code	
Plant/Location	
Client Name	
Contractor Name	
Project Sponsor	
Project Manager	
Start Date	
Planned Finish Date	
Budget (INR)	
Revision No.	
Date	

◆ Sheet 2: Project Objective & Justification

Section	Description
Business Need	Why this project is required
Project Objective	Clear measurable objective (SMART)
Expected Benefits	Cost saving / productivity / quality
Success Criteria	KPI, performance criteria
Key Deliverables	List of main deliverables

◆ Sheet 3: Project Scope

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✓ In-Scope Activities

Sr No	Scope Description
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1

2

3

✗ Out-of-Scope Activities

Sr No	Description
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1

2

◆ Sheet 4: Milestone Schedule

Milestone	Planned Date	Responsible	Status
Kick-off Meeting			
Engineering Completion			
Procurement Completion			
Dispatch of Equipment			
Erection Start			
Commissioning			
Project Handover			

◆ Sheet 5: Organization & Responsibility Matrix

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Role	Name	Responsibility
Project Sponsor		
Project Manager		
Planning Engineer		
Quality Engineer		
Site Engineer		
Safety Officer		
Client Representative		

◆ Sheet 6: Stakeholder Register

Stakeholder Role Influence Contact Remarks

Client	High		
Consultant	Medium		
Vendor	Low		

◆ Sheet 7: Risk Register (Initial)

Risk ID	Risk Description	Impact	Probability	Risk Level	Mitigation Plan
R1	Delay in material supply	High	Medium	High	Follow-up & buffer stock
R2	Labour shortage	Medium	Medium	Medium	Backup manpower

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◆ Sheet 8: Budget Summary

Cost Head	Estimated Cost	Remarks
Engineering		
Procurement		
Erection		
Testing & Commissioning		
Contingency		
Total Project Cost		

◆ Sheet 9: Assumptions & Constraints

Assumptions

- Site clearance available
- Power & water available
- Drawing approvals on time

Constraints

- Shutdown duration limited
 - Space limitations
 - Budget restrictions
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◆ Sheet 10: Approval Section

Name	Designation	Signature	Date
Project Manager			
Client			
Consultant			

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Name	Designation	Signature	Date
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Management			
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