



[Project Title] Project Charter

Prepared by:

Version:

Date:

Project Sponsor:

Project Manager:

Senior Manager:

Approval Signatures

Project Sponsor

Project Manager

Senior Manager/s

Other Stakeholder as needed

Project Details

PROJECT NAME	
PROJECT SPONSOR	
PROJECT MANAGER	
PROJECTED START DATE	
PROJECTED COMPLETION	

PROJECT PRIORITY	
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Priority: 1 = Must have 2 = Would like, but can be deferred 3 = Nice to have, but can wait indefinitely

Project Description

Project Scope (In, Out)

Project Stakeholders

[Include individuals outside of, Volunteers, Members, etc.]

- Stakeholder 1, Department, Role
- Stakeholder 2, Department, Role
- Stakeholder 3, Department, Role

Project Objectives / Business Needs

- Objective 1
- Objective 2
- Objective 3

Project Benefits

- Benefit 1
- Benefit 2
- Benefit 3

Impact Analysis

Process	
People	
Technical/Systems	
Membership	

Risks

- Risk 1
- Risk 2
- Risk 3

Industry Benchmarks

[Include a description of similar tools or processes in use in the industry today].

- Benchmark 1
- Benchmark 2
- Benchmark 3

Assumptions & Constraints

Assumptions

- Assumption 1
- Assumption 2
- Assumption 3

Constraints

- Constraint 1
- Constraint 2
- Constraint 3

Estimated Project Costs

STAFFING (FTE'S)	
HARDWARE, SOFTWARE, LICENSING, ETC.	
MAINTENANCE COSTS	
OUTSIDE SERVICES	
TRAVEL & LODGING	
OTHER (INSERT DESCRIPTION)	
TOTAL ESTIMATED COST	

Projected Return (if applicable)

COST SAVINGS	
INCREASED REVENUE	
DECREASED PROCESSING TIME	
...	
...	
ETC.	

Approvals

REQUESTED BY:	
SUBMITTED BY:	
REVIEWED BY:	
SPONSOR APPROVAL:	
PROJECT APPROVED BY:	
APPROVAL DATE:	

Additional Comments, Recommendations, Suggestions



Attach any additional work completed to estimate tasks, milestones, resources and timelines.