### **Project Charter Template**

#### **[Project Name] Project Charter**

1. Project Overview

* Project Name:
* Project Sponsor(s):
* Project Manager:
* Start Date:
* End Date (Estimated):

2. Project Purpose and Objectives

* Purpose: (Why is this project being undertaken?)
* Objectives:
  1. [Objective 1]
  2. [Objective 2]
  3. [Objective 3]

3. Scope

* In-Scope: (What is included in the project?)
* Out-of-Scope: (What is explicitly excluded from the project?)

4. Key Deliverables

1. [Deliverable 1]
2. [Deliverable 2]
3. [Deliverable 3]

5. High-Level Milestones

| Milestone | Target Date | Responsible Party |
| --- | --- | --- |
| [Milestone 1] | [Date] | [Name/Team] |
| [Milestone 2] | [Date] | [Name/Team] |

6. Budget Summary

* Total Budget: [Insert Value]
* Funding Source(s): [Insert Details]

7. Risks and Assumptions

* Risks:
  1. [Risk 1]
  2. [Risk 2]
* Assumptions:
  1. [Assumption 1]
  2. [Assumption 2]

8. Key Stakeholders

| Stakeholder | Role | Impact Level (High/Medium/Low) |
| --- | --- | --- |
| [Name/Group] | [Role] | [Impact Level] |

9. Approval  
I hereby approve the initiation of this project and agree to provide the necessary resources and support.

* Sponsor Name:
* Signature:
* Date: