

Project Charter		
Project Title		
Project Description		
Project Manager Assigned and Authority Level		
Business Case		
Resources Preassigned		
Key Stakeholder List	Stakeholder Name	Stakeholder Requirements
High-Level Product Description/Key Deliverables	Describe the features & functions of the product of the project	
	Deliverable:	Due date:
High-Level Assumptions		
High-Level Constraints	Number according to priority (1 is highest, 7 is lowest)	
	Schedule:	Cost:
	Quality:	Risk:
	Customer Satisfaction:	Resources:
	Scope:	
Measurable Project Objectives		
Project Approval Requirements		
Overall Project Risks		
Project Exit Criteria		
Project Sponsors Authorizing this Project	Signature	
	Printed Name	
	Date	