

Project Charter

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