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**Project Charter**

**For Project**

**<project name here>**

Final as of <Date>

Author: <NAME>

Document Location <specify where document is located physically>

##

## Approvals

This document requires the following approvals. Signed approval forms are filed <specify where>.

|  |  |
| --- | --- |
| Name  | Title |
|  | Project Manager |
|  | Project Sponsor |

## Distribution

This document has been distributed to:

|  |  |
| --- | --- |
| Name  | Title |
|  |  |
|  |  |
|  |  |

# Project Description

A high level description of the project goes here.

##

##

## Project Scope

A description of the project scope goes here – include what is in and out of scope.

## Project Manager Responsibilities

Project manager responsibilities specific to this project and corporate “standard” project manager responsibilities should go here. Examples are below

|  |  |
| --- | --- |
| Manage and track project tasks, hours, and schedule via the corporate standard project scheduling tool | Procure internal and external resources |
| Report monthly to senior management | Report triple constraint variances of 5% or greater to management immediately |
| Follow corporate project management standards and guidelines | Maintain a project control book electronically of all project related documentation |
| Maintain a risk management plan  | Maintain a communication plan |

##

## Project Manager Authority

|  |  |
| --- | --- |
| Can approve change control records valued at 500 hours or less and $50,000 or less if the schedule is impacted by 5% or less | Weekly access to the project sponsor |
| Has the authority to approve the selected vendor via the RFP process | PM has the authority to negotiate and acquire internal resources from the resource managers for project staffing needs |
| Has weekly access to project financial data held in the corporate general ledger system | Access frequent (daily in some cases) to key stakeholders such as business managers, end users, union management, functional managers and procurement personnel. |
| Has the authority to direct the project stakeholders.  | Can work with procurement to acquire labour, products/parts, services and equipment per the approved procurement plan. |

## Known assumptions, risks or constraints

If project is mandated by a regulatory agency, if it must be completed by a specific date (and why), etc.

**Business purpose, justification and estimated benefits for the project**