



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