**PROJECT CHARTER TEMPLATE **

|  |
| --- |
| **GENERAL PROJECT INFORMATION** |
| Project Name: |  |
| Project Sponsor: |  |
| Project Manager: |  |
| Email Address: |  |
| Phone Number: |  |
| Organizational Unit: |  |
| Process Impacted: |  |
| Expected Start Date: |  |
| Expected Completion Date: |  |
| Expected Savings: |  |
| Estimated Costs: |  |
| Green Belts Assigned: |  |
| Black Belts Assigned: |  |

|  |
| --- |
| **PROBLEM, ISSUE, GOALS, OBJECTIVES, DELIVERABLES** |
| Problem or Issue: |  |
| Purpose of Project: |  |
| Business Case: |  |
| Goals/Metrics: |  |
| Expected Deliverables: |  |

|  |
| --- |
| **PROJECT SCOPE & SCHEDULE** |
| Within Scope |  |
| Outside of Scope |  |

|  |
| --- |
| **PROJECT RESOURCES & COSTS** |
| Project Team |  |
| Support Resources |  |
| Special Needs |  |

|  |
| --- |
| **PROJECT BENEFITS & CUSTOMERS** |
| Process Owner |  |
| Key Stakeholders |  |
| Final Customers |  |
| Expected Benefits |  |

|  |
| --- |
| **PROJECT RISKS, CONSTRAINTS, ASSUMPTIONS** |
| Risks: |  |
| Constraints: |  |
| Assumptions: |  |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |