**PROJECT GOVERNANCE CHARTER**

*Reminder: A narrative written charter must be circulated and signed by the project sponsors. You can attach a completed version of this template to your narrative written charter in an effort to keep it short and concise. Please make sure you meet with the project team and sponsors before completing this template. Having a discussion with these two parties will provide you with much of the information you need.*

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| GENERAL PROJECT INFORMATION |
| PROJECT NAME | DATE |   |
|   |   |
| PROJECT MANAGER | PHONE | EMAIL |
|   | 000-000-0000 |   |
|   |   |   |   |   |   |
| PROJECT GOVERNANCE VISION |
|   |
|   |   |   |   |   |   |
| MISSION STATEMENT & PURPOSE |
|   |
|   |   |   |   |   |   |
| GOALS/BENEFITS |
|   |
|   |   |   |   |   |   |
| SUCCESS MEASURES |
|   |
|   |   |   |   |   |   |
| RESOURCES NECESSARY |
|   |
|   |   |   |   |   |   |
| ROLES & RESPONSIBILITIES |
| **ROLE** |  **DESCRIPTION** |
|   |   |
|   |   |
|   |   |
|   |   |   |   |   |   |
| MEETING/REPORTING |
|   |
|   |   |   |   |   |   |
| PROJECT SIGN-OFF & AUTHORIZATION |
| ***I have carefully assessed the specifications and deliverables for the <PROJECT NAME.> For MANAGEMENT CERTIFICATION, please check the appropriate statement:*** |
| **\_\_ The project deliverables are accepted.** | **\_\_ The project is accepted pending the issues noted (below).** | **\_\_ The project is not accepted (for the reasons provided below).** |
| ***We fully accept the changes / as-needed improvements and we authorize the work to proceed. Based on our authority and judgment, we authorize the continued operation of this system.*** |

**Prepared By:**

**Title:**

**Signature**

**Date:**

**Director Name:**

**Signature:**

**Date:**

|  |
| --- |
| ISSUES LIST |
| **Detail any unresolved issues.** |
| **ISSUE ID** | **ISSUE DESCRIPTION** | **STATUS** |
|   |   |   |
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