

PROJECT MANAGEMENT PROJECT CHARTER TEMPLATE

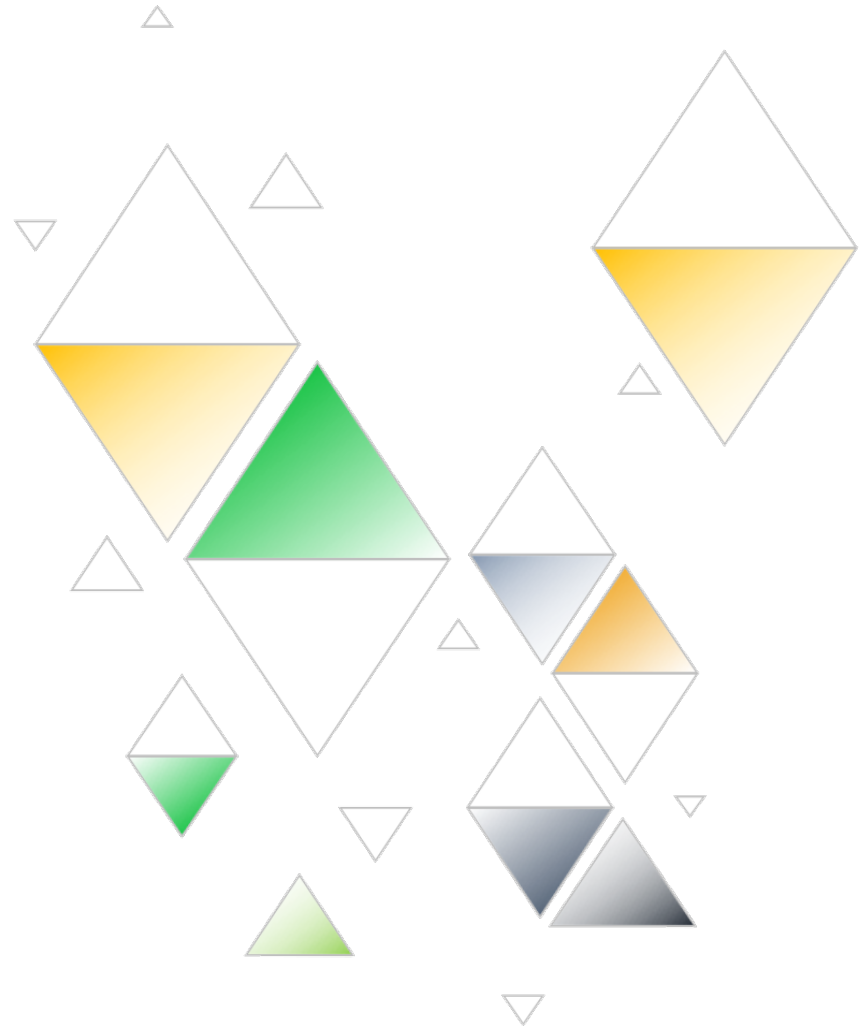
Try Smartsheet for FREE

Template begins on page 2.

IMPORTANT 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. Much of the information required will need to come from a discussion with team members and sponsors.



PROJECT MANAGEMENT PROJECT CHARTER TEMPLATE

GENERAL PROJECT INFORMATION

| | | | |
|----------------------|-------|---------------------|--------------------------|
| PROJECT NAME | | PROJECT MANAGER | PROJECT SPONSOR |
| | | | |
| EMAIL | PHONE | ORGANIZATIONAL UNIT | |
| | | | |
| GREEN BELTS ASSIGNED | | EXPECTED START DATE | EXPECTED COMPLETION DATE |
| | | | |
| BLACK BELTS ASSIGNED | | EXPECTED SAVINGS | ESTIMATED COSTS |
| | | | |

PROJECT OVERVIEW

| | |
|-----------------------|--|
| PROBLEM OR ISSUE | |
| PURPOSE OF PROJECT | |
| BUSINESS CASE | |
| GOALS / METRICS | |
| EXPECTED DELIVERABLES | |

PROJECT SCOPE

| | |
|------------------|--|
| WITHIN SCOPE | |
| OUTSIDE OF SCOPE | |

TENTATIVE SCHEDULE

RESOURCES

| | |
|-------------------|--|
| PROJECT TEAM | |
| SUPPORT RESOURCES | |
| SPECIAL NEEDS | |

COSTS

| COST TYPE | VENDOR / LABOR NAMES | RATE | QTY | AMOUNT |
|-------------|----------------------|------|-----|--------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL COSTS | | | | |

BENEFITS AND CUSTOMERS

| | |
|-------------------|--|
| PROCESS OWNER | |
| KEY STAKEHOLDERS | |
| FINAL CUSTOMER | |
| EXPECTED BENEFITS | |

| TYPE OF BENEFIT | BASIS OF ESTIMATE | ESTIMATED BENEFIT AMOUNT |
|----------------------------|-------------------|--------------------------|
| Specific Cost Savings | | |
| Enhanced Revenues | | |
| Higher Productivity (Soft) | | |
| Improved Compliance | | |
| Better Decision Making | | |
| Less Maintenance | | |
| Other Costs Avoided | | |
| TOTAL BENEFIT | | |

RISKS, CONSTRAINTS, AND ASSUMPTIONS

| | |
|-------------|--|
| RISKS | |
| CONSTRAINTS | |
| ASSUMPTIONS | |

| | | |
|-------------|-------|------|
| PREPARED BY | TITLE | DATE |
| | | |

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.