ADVANCED PROJECT CHARTER FORM

GENERAL PROJECT INFORMATION

PROJECT NAME			PROJECT MANAGER	PROJECT SPONSOR
EMAIL		PHONE	ORGANIZATIONAL UNIT(S)	
EXPECTED SAVINGS	estimated c	COSTS	EXPECTED START DATE	EXPECTED COMPLETION DATE

PROJECT OVERVIEW

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

PROJECT SCOPE

within Scope	
OUTSIDE OF SCOPE	

TENTATIVE SCHEDULE

KEY MILESTONE	START	FINISH

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

TOTAL BENEFIT

RISKS, CONSTRAINTS, AND ASSUMPTIONS

RISKS	
CONSTRAINTS	
ASSUMPTIONS	

PREPARED BY	TITLE	DATE

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