[](https://www.smartsheet.com/try-it?trp=8556&utm_source=integrated+content&utm_campaign=/blog/project-charter-templates-and-guidelines-every-business-need&utm_medium=Project+Charter+with+Example+Data++8556&lpa=Project+Charter+with+Example+Data++8556&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**ADVANCED PROJECT CHARTER FORM**

GENERAL PROJECT INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT NAME | | | | PROJECT MANAGER | PROJECT SPONSOR |
|  | | | |  |  |
| EMAIL | | PHONE | | ORGANIZATIONAL UNIT(S) | |
|  | |  | |  | |
| EXPECTED SAVINGS | ESTIMATED 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** |
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RESOURCES

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

COSTS

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

BENEFITS AND CUSTOMERS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PROCESS OWNER |  | | | | | |
| KEY STAKEHOLDERS |  | | | | | |
| FINAL CUSTOMER |  | | | | | |
| EXPECTED BENEFITS |  | | | | | |
|  | |  |  |  |  |  |
| **TYPE OF BENEFIT** | | **BASIS OF ESTIMATE** | | | | **ESTIMATED BENEFIT AMOUNT** |
|  | |  | | | |  |
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|  | |  | | | |  |
|  | |  |  | TOTAL BENEFIT | |  |

RISKS, CONSTRAINTS, AND ASSUMPTIONS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| RISKS |  | | | | | |
| CONSTRAINTS |  | | | | | |
| ASSUMPTIONS |  | | | | | |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| PREPARED BY | | TITLE | | | | DATE |
|  | |  | | | |  |

|  |
| --- |
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