**Project Charter/Scope Template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Name |  | | | Date Submitted |  |
| Executive Sponsor |  | Business Owner |  | Project Start Date |  |
| Strategic Goal |  | Project Manager |  | Project End Date |  |

**Business Need/Opportunity**

Explain the rationale for doing the project. Describe the specific problem or opportunity that the project will address.

**Project Goals**

Concisely summarize the objectives that the project will achieve. These goals be continually referenced during implementation to provide direction, align stakeholders and acknowledge changes.

**Business Outcomes/Success Performance Measures**

Expected business outcomes state the impact and value of project outcomes on the organization. Success performance measures describe how success will be determined. They should be as specific as possible, and include both quantitative and qualitative metrics.

**Scope**

The scope identifies the business aspects that will be included in the project. It’s equally important to clearly state what is out of scope.

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| --- | --- |
| **In Scope** | **Out of Scope** |
|  |  |
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|  |  |

**Deliverables/Milestones**

Document the deliverables and milestones (events) for the project.

| **Deliverables/Milestones** | **M=Milestone**  **D=Deliverable** | **Start Date** | **End Date** |
| --- | --- | --- | --- |
| Example- Develop training materials | D- tangible product |  |  |
| Example- Training completed | M- completed tasks or actions |  |  |

**Risks/Constraints**

Identify risks or constraints that may impact the project. Summarize potential solution.

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| --- | --- |
| **Risks/Constraints** | **Potential Solution** |
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**Assumptions**

Assumptions listed here are factors that, for planning purposes, will be considered to be real or certain and which the project team will validate.

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| **Assumptions** |
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**Project Stakeholders**

Stakeholders are those who have an Impact on or are impacted by the project. They can be internal or external to the organization. Stakeholders may be individuals, project team members, workgroups, committees, other teams, departments, regulatory authorities, external organizations, etc.

| **Name** | **Role/Responsibilities** | **Time Allocation %** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**Authorization to Proceed -** *Approval by the Project Sponsors*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Business Owner |  |  | Date |
|  |  |  |  |
| Executive Sponsor |  |  | Date |
| Note: Email approval from the Business Owner and Executive Sponsor are acceptable | | | |