

Project Charter

A. General Information

Project Title:			
Brief Project Description:			
Prepared By:			
Date:		Version:	

B. Project Objective:

Explain the specific objectives of the project. For example: What value does this project add to the organization? How does this project align with the strategic priorities of the organization? What results are expected? What are the deliverables? What benefits will be realized? What problems will be resolved?

--

G. Assumptions

List and describe the assumptions made in the decision to charter this project. Please note that all assumptions must be validated to ensure the project stays on schedule and budget.

--

H. Project Scope

Describe the scope of the project. The project scope establishes the boundaries of the project. It identifies the limits of the project and defines the deliverables.

--

I. Impact Statement

List the impact this project may have on the church, and identify the metric and target you are trying to achieve **because of** this project. For example, cost savings of \$10K or **feed 124 persons**.

C. Roles and Responsibilities

Describe the roles and responsibilities of project team members.

Project Manager: Leads in the planning and development of the project; manages the project to scope and ensure that the project's product meets the church's objectives.

Name	Email / Phone

Team Member: Works toward the deliverables of the project. Responsibilities include clean up, security, etc.

Name & Role	Email / Phone

D. Resources

Identify the initial funding, personnel, and other resources needed for this project.

Resource

E. Project Risks

Identify the high-level project risks and the strategies to mitigate them.

Risk	Mitigation Strategy

F. Signatures

The signatures of the people below document approval of the formal Project Charter.

Stewards	Signature	Date
Trustees	Signature	Date
Pastor	Signature	Date