



Complimentary Template by Creative PM Solutions.

Project Charter Template

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Document Summary

Purpose:

The Project Charter is a key document that formally authorizes a project and outlines its objectives, scope, and stakeholders. It serves as a guiding reference throughout the project lifecycle.

Lifecycle Stage:

This document is created during the **Initiation** Phase of the project lifecycle.

Value Proposition:

- Provides clarity on project goals and scope.
- Ensures stakeholder alignment.
- Authorizes project initiation and resource allocation.

Project Charter

Project Title:

[Insert Project Title]

Project Start Date:

[Insert Start Date]

Project End Date:

[Insert End Date]

Project Manager:

[Insert Project Manager Name]

Project Sponsor:

[Insert Project Sponsor Name]

Purpose and Justification:

[Briefly describe the project's purpose and justification.]

Objectives:

- [Objective 1]
- [Objective 2]
- [Objective 3]

**Scope:**

- In Scope:
[What is included in the project?]
- Out of Scope:
[What is excluded from the project?]

Key Stakeholders:

- [Stakeholder 1]
- [Stakeholder 2]

Approval:

Project Sponsor Signature:
[Insert Signature Line]

Date:
[Insert Date]

Project Charter Checklist

- ☐ Project Title is defined.
 - ☐ Start and End Dates are established.
 - ☐ Project Manager and Sponsor are identified.
 - ☐ Purpose and Justification are provided.
 - ☐ Objectives are listed.
 - ☐ Scope is defined (in and out).
 - ☐ Key Stakeholders are noted.
 - ☐ Approval section is completed.
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