

Project Charter Template

Project Title		Sponsor	Champion	Project Manager
Problem Statement (what is the problem you are trying to solve?)				
Project Team			Budget	
Team Member	Role	Allocation (hrs)	OpEx \$	CapEx \$
Value Proposition (what is the primary benefit(s)?)				
Objectives (what are you trying to accomplish?)				
<ul style="list-style-type: none">				
Goals (how will you measure success?)				
<ul style="list-style-type: none">				
In Scope		Out of Scope		
<ul style="list-style-type: none">		<ul style="list-style-type: none">		

Timeline	
Milestone	ECD (yyyy-mm-dd)

Approvals

Sponsor

Accountable for executive support, budget and resourcing.

Name	Role	Signature	Date (yyyy-mm-dd)

Champion

Accountable for functional support, budget and resourcing.

Name	Role	Signature	Date (yyyy-mm-dd)

Project Manager

Accountable for project execution (cost, schedule, quality).

Name	Role	Signature	Date (yyyy-mm-dd)

Additional Functional Manager(s)

Accountable for functional support and resourcing.

Name	Role	Signature	Date (yyyy-mm-dd)