# Project Charter

**COMPANY LOGO**

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<th>PROJECT:</th>
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<td>DOCUMENT NAME:</td>
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<td>DATE OF ISSUE:</td>
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<td>AUTHOR:</td>
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<td>REVISION:</td>
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**Project Description** (What, who, how, when and where)

**Product Description** (Product, result or service description)

**Objectives** (Measurable project objectives of time, cost and scope)

**Related Success Criteria** (Related to the objectives)

**Project Approval Requirements** (What constitutes project success, who decides the project is successful, and who signs off on the Project)

**Project Purpose** (How benefits the organization to carry out the Project)

**Main Deliverables** (Project, product, result and service)

**Project Justification** (Reasons, arguments or reasons for Project execution)

**Main Stakeholders** (With the role played)

**High-Level Risks** (Main threats and opportunities)

**Summary Milestone Schedule** (Milestone Schedule and deadlines)

**Summary Budget** (Preliminary Draft Budget)

**Sponsor** (Name and authority of the sponsor or other person(s) authorizing the Project)

**Project Manager** (Responsibility and authority level)