

# Project Charter Template (PMI-Compliant)

## Project Title:

Insert the official name of the project.

## Project Authorization Date:

Insert the date the project charter is signed.

### 1. Project Purpose or Justification

Provide a clear explanation of the business need the project addresses, including the problem/opportunity, and how the project aligns with organizational goals.

### 2. Measurable Project Objectives and Related Success Criteria

Objective: Launch new e-commerce website

Metric: Go-live date

Success Criteria: Launch by Q3 2025

### 3. High-Level Project Description, Boundaries, and Key Deliverables

- Project Scope: What is included.
- Out of Scope: What is explicitly excluded.
- Key Deliverables: Major outputs of the project.

### 4. High-Level Requirements

List initial requirements that must be met for project success. These may evolve but should reflect stakeholder needs known at initiation.

### 5. High-Level Risks

Risk: Resource unavailability

Likelihood: Medium

Impact: High

Mitigation Strategy: Pre-book key resources

### 6. Summary Milestone Schedule

Milestone: Project Charter Approved - July 1, 2025

Milestone: Requirements Complete - August 15, 2025

Milestone: Final Delivery - December 1, 2025

## **7. Summary Budget**

Estimated Total Cost: \$\_\_\_\_\_

Major Cost Categories: e.g., Labor, Materials, Licenses

## **8. Project Approval Requirements**

Specify who must approve the project and under what conditions.

## **9. Assigned Project Manager and Authority Level**

Name: \_\_\_\_\_

Role & Responsibility: Responsible for achieving project objectives.

Authority: Approves project budget up to \$X, allocates resources, manages scope.

## **10. Key Stakeholders**

John Smith - Project Sponsor - High

Jane Doe - Product Owner - Medium

## **11. Project Sponsor Authorization**

I authorize the project and commit organizational resources to its successful execution.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_