

Project Charter

Project name			
Need for this project			
Purpose—what is our aim?			
Individual who is sponsoring the project			
Other areas contributing			
Project Manager			
Team members			
Expected impact / outcomes			
Milestones	<i>Stage</i>	<i>Milestones</i>	<i>Estimated Start Dates</i>
	1. Develop Proposal		
	2. Plan to Implement		
	3. Launch		
	4. Execute & Monitor		
	5. Debrief/Close		
Scope/exclusions			
Project Duration	<i>Start:</i>	<i>Finish:</i>	
Estimated cost <i>(Attach detailed budget)</i>	Staff Costs	Non-Staff Costs	Total
Financing source(s)			
Describe fit with strategic plan priorities			
Key stakeholders' interests/needs			
Communication plans			
Collaboration opportunities			
Business case			
Risks and how they will be mitigated			
Indicators of success			
Decision making structure			
Additional Remarks			
Project approval decision			
Date			
Feedback			

Note: The Project Sponsor is an individual, not an office or unit.