Project Charter

Project Details

Project:

Project Sponsor:

Project Manager:

Start Date:

Completion Date:

Document Details

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| Version | Modifications | Author | Date |
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Section One

This section should authorise the project, this should include a summarised description of the project.

Section Two

This section should describe the scope of the project, including what is in and out of scope and the purpose of the project.

Section Three

This section should state the Project Manager of the project, giving him the authority to use whichever resources are necessary.

Section Four

This section should describe who is involved in the delivery of the project, including the key stakeholders and sponsors, as well as the project team members who are involved.

Section Five

This section should describe the milestones the project needs to achieve, as well as the expected time taken to complete them.

Section Six

This section should clarify the budget needed to deliver the project, as well as where the budget funding is coming from.