

Project Charter Template

PROJECT:	DATE & VERSION:
PROJECT MANAGER:	

Base Assumptions: *What are we assuming will occur, or not occur? What are we assuming will be the approach and the outcome?*

Project deliverable(s): *What will be in place at the end of the project that is not in place today?*

Driving forces: *Why is this project being undertaken? What's moving it forward now?*

Restraining forces: *What's in the way of this project proceeding? Is there some reason some people may not want it to occur?*

Key Issues: *Are there sensitivities or issues that people involved with the project need to be aware of?*

Critical Success Factors: *What MUST occur or be in place for this project to be successful?*

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Dependencies: *What other events, decisions or tasks must occur **before** this project can be started or completed?*

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Scope: *What will be included in this project? And what will **not** be included?*

In Scope	Out of Scope

Quality Management: *What are the quality requirements of this project? How will they be managed? (NOTE: this section is not required for all projects)*

Requirement	Management
1.	
2.	
3.	

Risks: *What risks are unique and significant to this project? How will they be managed?*

Probability = the chances of the Risk occurring

Severity = how severe would it be to the business

Risk Avoidance = Steps to be taken to minimize the chances of the Risk occurring

Risk Management = Steps to be taken to minimize the Risk if it occurs despite the Risk Avoidance steps.

(NOTE: this section is not required for all projects)

Risk	Probability (L/M/H)	Severity (L/M/H)	Risk Avoidance Strategy	Risk Management Strategy

Cost Estimates: *List the major categories of costs and include estimates of each.*

Type	Items	Estimate

Stakeholders: *List the individuals who need to be involved in some way. These are the individuals who can either support the project or hinder the project; they may be affected by, gain benefit from or draw resources away from this project and its deliverables.*

Stakeholder:	Project Impact: How they are affected? Or, how can they impact the project?	Involvement: (i.e. Kept aware? Provide input? Provide resources? Be on the team? Etc.)

Project Team Roles & Responsibilities: *List the individuals with roles and responsibilities on the project team.*

Role	Name	Key Responsibilities

Project Milestones: <i>At a high level, what steps will the project take?</i> <i>(Please note that this is NOT the project timeline, but rather a draft starting point to ensure those involved are in agreement about major tasks and the timing of those tasks)</i>	Target Timing	
Step	Start Date	End Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

RESPONSIBILITY MATRIX: RASCI

Prepare a RASCI chart for each decision or activity you undertake. It clarifies roles and prevents blind-siding. List important decisions and activities down the side. Put people involved at the top of the columns.

Fill in the boxes:

- R = Responsible (only one R in each row)
- A = Accountable/Approves
- S = Supports "R"
- C = Consulted by "R"
- I = Informed (even after the fact)

Decision/Activity/Task: _____

Activity/Function/ Decision To be Taken	Individual's Name	Individual's Name	Individual's Name	Individual's Name	Individual's Name