

# Project Charter Template

<b>PROJECT:</b>	<b>DATE &amp; VERSION:</b>
<b>PROJECT MANAGER:</b>	

**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.*

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



<b>Project Milestones:</b> <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>	<b>Target Timing</b>	
<b>Step</b>	<b>Start Date</b>	<b>End Date</b>
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