

Project Charter

The comprehensive sign-off document. Incorporates all planning outputs. Get stakeholder commitment before execution.

Project Overview

Project Name	
Sponsor	Who has ultimate authority and accountability?
Project Lead	Who is managing day-to-day execution?
Timeline	Start date through target completion
Charter Date	

Problem Statement & Business Case

Carries forward from your Project Brief and the Define the Problem phase.

Problem	What is the problem? 1-2 sentences. Be specific.
Impact	What happens if unsolved? Who is affected?
Evidence	What data supports this? Quantify where possible.
Why Now?	What triggered this? What makes it urgent?
Proposed Approach	How will you solve it? This should be informed by your planning work.
Expected Benefits	Time saved, revenue impact, risk reduction, etc.

Success Criteria

How will you know it worked? These are the agreed finish line. Defined during Scope Definition.

Criteria	Target	How Measured

Scope

From your Scope Definition phase. Be explicit about what's out.

Area of Focus	What domain, system, or process?
Includes	What is explicitly in scope? Be specific about deliverables.
Excludes	What is explicitly out? Name it to prevent creep.

Team & Resources

From your Resource Planning phase. Be honest about capacity.

Name	Business Role	Project Role	Hrs/Wk	Dates

Milestones

From your Timeline & Milestones phase. Some are progress markers, others are phase gates.

Milestone	Owner	Target Date	Status

Risks, Assumptions & Dependencies

From your Risk Assessment phase. What could go wrong, what are you assuming, what do you need from others?

Risks

Risk	Likelihood	Impact	Mitigation

Assumptions & Dependencies

Type	Description	Impact if Wrong / Needed By

Communication Plan

How will stakeholders stay informed during execution?

Audience	Update Type	Frequency	Channel

Approval

By signing, stakeholders commit to the project as defined above. This is the green light to execute.

Name	Role	Signature	Date

This charter incorporates outputs from the **Project Brief**, Scope Definition, Work Breakdown, Timeline, Resource Planning, and Risk Assessment phases.

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