



[Company]

[Company Address]

Tel: [Company Phone]

Fax: [Company Fax]

[Company E-mail]

May 31, 2015

[Ref. number]

Marc Arnecke, PMP

[Project Name]

[Sub-Project, Phase, etc.]

Project Charter

The Project Charter is issued by the project initiator or sponsor and formally authorizes the existence of the project and provides the project manager with the authority to apply organizational resources to project activities.



TABLE OF CONTENTS

Project Description	3
Project Justification	4
Business Case	4
Business Objectives	4
Requirements	5
Requirements	5
Constraints	5
Acceptance Criteria	5
Assumptions	5
Initial Risk	6
Milestone Schedule	7
Budget Summary	8
Project Manager	9
Conflict Resolution	10
Project Sponsor Approval	11

Logo

PROJECT DESCRIPTION

Write a high level summary what the project is and why it is undertaken.

Logo

PROJECT JUSTIFICATION

Explain the purpose of the project and its objectives.

Business Case

The business need can be market demand, organizational need, customer request, technological advance, legal requirement, ecological impacts, social need, etc.

Effect of the Project like cost savings, process improvement, new product development, etc.

Business Objectives

How does the project support the strategic plans of the company...?



REQUIREMENTS

Requirements

Develop a list of project requirements which can be used as a guideline.

Constraints

Describe the border lines/limitations such as time, cost, resources, quality, etc. which must not be crossed in order to achieve project success.

Acceptance Criteria

Acceptance criteria must be measurable and specific in order to determine if the project is on the path to success. Unrealistic or vague objectives make it very difficult to measure progress and success.

Each acceptance criteria must be associated with a person being authorized to approve.

Assumptions

Provide a list of assumptions (if any). Assumptions are considered being true without any proof.

Logo

INITIAL RISK

List the risks with the highest impact (more details will be explained in the designated Risk-Management Plan).

A grey rectangular box containing the word "Logo" in a white, sans-serif font.

MILESTONE SCHEDULE

The milestone schedule is a list of estimated dates and will be developed further. It includes only high level dates such as project start date, design completion, phase completions, ..., project completion.

Logo

BUDGET SUMMARY

The budget summary includes the planned/estimated cost for the preliminary scope and will be developed further when the project progresses.

Logo

PROJECT MANAGER

Who will be the project manager, what are the responsibilities and what is his level of authority regarding personnel, expenditure, changes, etc.?

Logo

CONFLICT RESOLUTION

Explain what to do in case of conflict beyond the authorities of the project manager.

Logo

PROJECT SPONSOR APPROVAL

Prepared by:	Reviewed by:	Approved by:
Place, dd/mm/yyyy	Place, dd/mm/yyyy	Place, dd/mm/yyyy
Marc Arnecke, PMP Designation	Name Project Manager	Name Project Sponsor