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| *[The Project Charter formally communicates the existence of the project; serves as the basis for detailed planning; appoints the project manager; identifies the stakeholder and the project governance framework; authorizes the expenditure of resources; establishes the initial budget, schedule and scope.*  *This template is provided as a basic guide for a “short version” charter for a smaller or low risk project. Use of this template is not mandated for any project, but may be used by any project. This template is based on best practices and may be used (in whole or in part) or revised as needed for the project.*  *When using this template replace all text enclosed in red angle brackets (e.g., <Project Name>) with the correct values and delete all instructions, which appear throughout the document as blue italicized text enclosed in square brackets.]* | | | | | | | | | | |
| **Agency Project Manager:** | | | | **Agency Project Sponsor:** | | | | | | |
|  | | | |  | | | | | | |
| **Phone:** |  | | | **Phone:** | | | |  | | |
| **Email:** |  | | | **Email:** | | | |  | | |
| **Executive summary** *[Provide a summary of the project]* |  | | | | | | | | | |
| **business case / CBA summary**  *[Provide a summary of the business case, alternatives analysis, & cost benefit analysis (background, business need, business benefits, & objectives, etc.). If a separate Business Case or CBA has been prepared, incorporate it here by reference instead of repeating.]* |  | | | | | | | | | |
| **BUsiness Objectives**  *[Provide project objectives]* |  | | | | | | | | | |
| **Project Scope** | **In Scope** *[Describe the work to be performed.]* | | | | | **Out of Scope** *[Describe work or tasks that are excluded from the project.]* | | | | |
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| **Assumptions** | | | | | **Constraints** | | | | |
|  | | | | |  | | | | |
| **Estimated Project Budget** | **Total** | **FY < >** | | **FY < >** | | | | **FY < >** | **FY < >** | |
|  |  | |  | | | |  |  | |
| **Project schedule estimates** | **Estimated level of effort (in hours):** | | | | | | |  | | |
| **Schedule constraints:** *[Provide any date constraints such as implementation dates set in law, funding deadlines, etc.]* | | | | | | |  | | |
| *[Provide planned start and finish dates for the project and any known project phases, milestones, or deliverables]* | | | | | | | **Start Date** | **End Date** | |
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| **Project organization / governance**  *[Describe or diagram the project organization including governance structure, organizational units, and management / oversight entities.]* |  | | | | | | | | | |
| **major Project Resources and stakeholders**  *[Identify major project resources and stakeholders.]* | **Name of Group or Individual (if known)** | | | | **Role / Responsibility** | | | | | |
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| **risks** | **Risk and Complexity Category**  *[From the Pre-Charter R&C Assessment]* | | | |  | | | | | |
| **Preliminary risks associated with the project** | | | | | | | | | |
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| **Approval** | The undersigned acknowledge they have reviewed the ***<Project Name>*** **Charter** and agree with the information contained herein. This project is approved to proceed under the authority of the named project sponsor and project manager. | | | | | | | | | |
| **Name** | | **Role** | | | | **Signature** | | | **Date** |
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