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| --- | --- | --- | --- | --- | --- | --- | --- |
| Project Charter (light) | | | | | | Version: | |
| Project Name: |  | | | | | Id: | |
| Project Manager: |  | | Email: | | | Phone: | |
| Project Sponsor: |  | | Email: | | | Phone: | |
| Objective/s (“the what”)  *– the goal / finishing line. What must be achieved within the life of the project to consider it successful – AKA Immediate Outcomes)* | | | | Success Criteria (“measures the what”)  *– measurable criteria that define ‘project success’ – quantitative indicators that clarify the line between success/failure, and show that the project has achieved its objective.* | | | |
|  | | | |  | | | |
| Benefits (“the why”)  *– the impact, gains and positive results to be tracked and realised sometime after the project has finished – AKA Intermediate or Long-Term Outcomes* | | | | Stakeholders (“the who”)  *– who is impacted by the project? Who’s involved, who benefits, who doesn’t* | | | |
|  | | | |  | | | |
| Deliverables (“the how”)  *– products, services, and results that the project will produce (the scope of work)* | | | | Exclusions (“the what-not”)  *– Products, services and results that are out of scope. What the project will not deliver.* | | | |
|  | | | |  | | | |
| Assumptions (“hidden pitfalls”)  *– conditions believed to be true (but which may not be), on which the plan is based* | | | | Constraints (“known obstacles”)  *– facts, conditions, circumstances or things that limit the team’s options* | | | |
|  | | | |  | | | |
| Estimated Timeframe *(duration & completion date, including contingency):* | | | | Estimated Cost *(including contingency):* | | | |
|  | | | |  | | | |
| Authorisation | | | | | | | |
| Name of authoriser | | Governance Role | | | Signature | | Date |
|  | |  | | |  | |  |

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| *In the interest of supporting ‘good work, done well’, Elemental Projects offers this and other project management templates, free of charge, for people with projects – visit* [*www.elementalprojects.com.au*](http://www.elementalprojects.com.au)*. Users may adapt, use, reproduce, and share our templates on the condition that they are not on sold. Elemental Projects accepts no liability for projects managed using these templates. Copyright © Elemental Projects (Australia) Pty Ltd.* |  |