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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.*  |
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| 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.* |
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| 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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