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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Charter | | | | | | | | | | |  |
| Project Name |  | | Project Manager | |  | | | Project Sponsor | |  | |
| Start date: |  | | Estimated finish date: | |  | | | Estimated timeframe: | |  | |
| Project Objective/s | | | | | | | | | | | |
| Objective/s  *What must be achieved, before the project closes, in order to call the project “successful”?* | | | | | Measurable Success Criteria  *Evidence that the objective has been achieved to clarify the line between success and failure. Quantifiable criteria that can be (easily) measured before the project closes.* | | | | | | |
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| Background  *History, rationale, and relevant background information about the project.* | |  | | | | | | | | | |
| Lessons from past projects  *What Lessons Learned and insights have been gained on past projects that may be relevant to this project?* | |  | | | | | | | | | |
| Strategic alignment  *What (if any) program does this project sit within? What organisational goals, values or strategies does this project support? Link/list relevant corporate/strategic plans, business plans, etc.* | |  | | | | | | | | | |
| Benefits / Long-Term Outcomes  *Positive results expected to emerge after the project has closed (e.g. efficiency, awareness, etc). These are out-of-scope for the project but important for the project manager and team to be aware of.* | |  | | | | | | | | | |
| Deliverables (scope of work) | | | | | | | Exclusions | | | | |
| *Products, services, results to be delivered (outputs).* | | | | | | | *What is ‘out of scope’ and will NOT be delivered by this project?* | | | | |
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| Governance Structure | | | | | | | | | | | |
| *Individuals/groups that will authorise the project, direct the actions of the project manager, provide funding, decisions, & resolve escalated risks/issues.* | | | | | | | | | | | |
| Name, Title, Organisation, Email | | Governance role in relation to this project  (e.g. Sponsor, SteerCo Member, PMO rep, etc) | | | | Communication needs  (e.g. Status Report, Briefing Notes, meetings) | | | Comments | | |
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| Proposed Team | | | | | | | | | | | |
| *People and organisations involved with undertaking any of the work in scope.* | | Internal resources (people) required | | | | | External delivery partners/suppliers required | | | | |
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| Key Stakeholders | | | | | | | | | | | |
| *Individuals and/or groups involved with, impacted by, or able to affect the project or its outcomes.* | | Internal stakeholders | | | | | External stakeholders | | | | |
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| Resources | | | | Budget | | | Funding sources and constraints | | | | |
| *Labour, goods, materials, contractors, etc.* | | | | *Estimated cost* | | | *Capex, Opex, contract payment milestones, funding conditions, etc.* | | | | |
|  | | | | $ | | |  | | | | |
|  | | | | $ | | |
|  | | | | $ | | |
| Project Management | | | | $ | | |
| Project Contingency (PM approved to spend) | | | | $ | | |
| Management Reserve (Sponsor approval required) | | | | $ | | |
| Total project budget | | | | $ | | |
| Key Considerations | | | | | | | | | | | |
| Assumptions  *Uncertain conditions that are considered likely to be true, and on which current plans are based.* | |  | | | | | | | | | |
| Constraints  *Known facts that limit the team’s approach/choices about how the work is done.* | |  | | | | | | | | | |
| Key Risks  *Things that might happen that would negatively impact the project, client, organisation or community.* | | Threat description | | | | | Treatment strategy | | | | |
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| Key Opportunities  *Things that might happen that would positively impact the project, client, organisation or community.* | | Opportunity description | | | | | Treatment strategy | | | | |
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| Additional comments |
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| Record of Endorsement | | | | |
| Name | Title & Organisation | Record of endorsement | Optional comments | Date |
|  |  | Choose an item. |  | Click or tap to enter a date. |

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| Record of Authorisation | | | | |
| Name | Title & Organisation | Record of approval | Optional comments | Date |
|  |  | Choose an item. |  | Click or tap to enter a 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.elemental-projects.com.au*](http://www.elemental-projects.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.* |  |