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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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