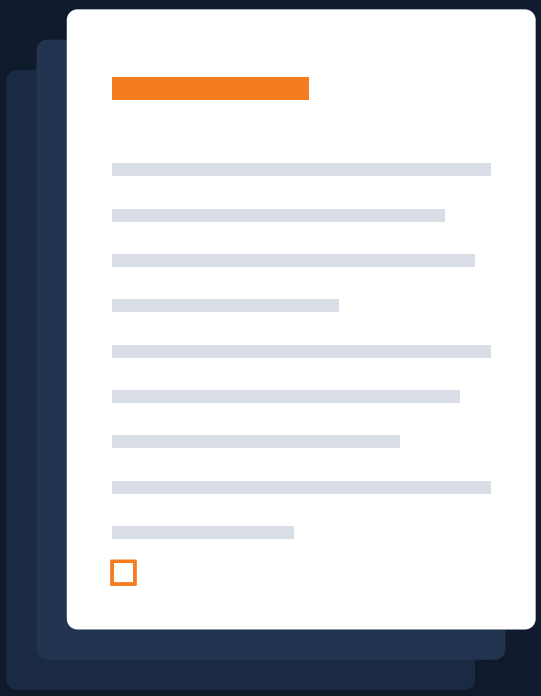
Documentation
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FREE TEMPLATE

PROJECT MANAGEMENT

Project Charter

Formally authorises a project and sets its objectives, scope, budget and authority.

PHASE

Initiation

PRIMARY USERS

Executive Sponsors, PMs

About this template

The Project Charter is the project's birth certificate. Once signed, it authorises the project manager to use resources and sets the agreed objectives, scope, high-level timeline, budget and success criteria.

Detail	
Phase	Initiation
Primary users	Executive Sponsors, PMs

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Project name		**Project ID**	
Project manager		**Sponsor**	
Version		**Date**	

Version	Date	Author	Summary of changes
[1.0]	*[DD/MM/YYYY]*	*[Name]*	*[Initial release]*

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01 Project Purpose & Business Case

GUIDANCE *Why this project, why now, and what it is worth.*

02 Objectives & Success Criteria

Objective	Success measure	Target

03 Scope

In scope	Out of scope

Key deliverables	

04 High-Level Milestones

Milestone	Target date
[Kick-off]	
[Go-live]	

05 Budget & Resources

Estimated budget	
Funding source	
Key resources / team	
Approval authority for spend	

06 Stakeholders

GUIDANCE *List the people who need to read, contribute to or approve this document.*

Name	Role	Interest / responsibility	Contact
[Name]	*[Role]*	*[What they care about]*	*[Email]*

07 Assumptions & Constraints

Assumptions	Constraints

08 High-Level Risks

Risk	Impact	Response

09 Project Manager Authority

GUIDANCE *State what the PM can decide without escalation.*

10 Charter Approval

GUIDANCE *The charter is effective once signed by the sponsor.*

Role	Name	Signature	Date
Project Sponsor			
Project Manager			
[Steering member]			

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