**PROJECT CHARTER**

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Project Sponsor:** |  | **Date Prepared:** |  |
| **Project Manager:** |  | **Project Customer:** |  |

**Project Purpose / justification:**

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**Project Description:**

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**Project main requirements:**

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**Acceptance criteria:**

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**Main Risks:**

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| **Project objectives** | **Success criteria** | **Approving entity/person** |
| **Performance:** |  |  |
|  |  |  |
| **Scope:** |  |  |
|  |  |  |
| **Time:** |  |  |
|  |  |  |
| **Cost:** |  |  |
|  |  |  |
| **Other:** |  |  |
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| **Main Milestones** | **Date** |
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**Approvals:**

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| --- | --- |
| Project manager name and signature:Date: |  |
|  |  |
| Sponsor name and signature:Date: |  |