DOCUMENT CONTROL SHEET

|  |
| --- |
| **TITLE:** |
| **Project Charter** |
| **CODE** | **DATE** | **REVIEW** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **CREATED BY** | **DATE** | **SIGNATURE** |
|  |  |  |
| **REVIEWED BY** | **DATE** | **SIGNATURE** |
|  |  |  |
| **APPROVED BY** | **DATE** | **SIGNATURE** |
|  |  |  |

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# General Information

|  |  |  |  |
| --- | --- | --- | --- |
| Project Statement: |  | Project ID: |  |
| Sponsor: |  | Sponsor Representative: |  |

# Project Stakeholders

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name/Organization** | **Telephone** | **E-mail** |
| **Sponsor** |  |  |  |
| **Program Manager** |  |  |  |
| **Project Manager** |  |  |  |
| **Client/User** |  |  |  |

# Executive Summary

# Project Purpose

## Business Need

## Business Objectives

|  |  |
| --- | --- |
| ***Strategic Plan Item*** | ***Project Business Objectives*** |
|  |  |
|  |  |

# Project Overview

## Project Description

## Scope

## Assumptions

## Constraints

# Project requirements / Deliverables

# Project Management Milestones and deliverables

# Costs / Budget

|  |  |  |
| --- | --- | --- |
| ***Deliverable / Activity*** | ***Amount*** | ***Source*** |
|  | $ |  |
|  | $ |  |

# Resources

|  |  |
| --- | --- |
| ***Resources*** | ***Description*** |
| *Project Team* |  |
| *Equipment* |  |
| *Software* |  |
| *Others* |  |

# Risks

|  |  |  |
| --- | --- | --- |
| ***Risk Description*** | ***Impact*** | ***Probability*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Project Organization

## Project Organization Chart

## Roles and ResponsIbilities

|  |  |  |
| --- | --- | --- |
| **Stakeholder Title** | **Name** | **Roles /Responsibilities** |
|  |  |  |
|  |  |  |
|  |  |  |

# Aproval Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| ***Title*** | ***Name*** | ***Signature*** | ***Date*** |
| **Sponsor Representative** |  |  |  |
| **Program Manager** |  |  |  |
| **Project Manager** |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |