



Project Charter

Project Title:

Project Manager:

Project Description:

Project Goals and Objectives:

Project Start Date:

Expected End Date:

Success Metrics:

Assumptions:

Constraints:

Risks:

Budget needed to complete the project:

Employees needed to complete the project:

Materials and other resources needed to complete the project:

Activities for the Project:

(Outline steps needed to complete this project and estimated completion dates)

Key Meetings:

Roles and Responsibilities

Name	Role	Responsibility

Sign-off

Name_____

Title_____

Date_____

Additional Comments_____