**Project Charter**

**Project Title:**

**Project Background and Context: includes problem statement, what is the project going to fix?**

**Stakeholders: Who has (or believes they have) a stake in the outcome of the project? Can be individual, group or organization. Primary stakeholder is the person/group that benefits directly.**

**Primary:**

**Other:**

**Expected Benefits: What the stakeholders will get from the project, as they would express it. Focus on primary stakeholders.**

**Proposed Start Date: Proposed End Date:**

**(see Scope and Methodology items below)**

**Project Objectives: What the project will deliver, in the language of the project**

**Project Scope**

**What’s included, what’s not included? Especially important for projects that COULD have very broad scope. Must clearly define the limits.**

**How far down various paths will the project go; eg. strategy, implementation, measurement of results, institutionalization?**

 **Includes:**

 **Excludes:**

**Assumptions: What do we think is true that might not be? Things that will influence/determine how we proceed.**

**Success Criteria: What will project success look like? How will we measure it?**

**Methodology/Approach: What are the major tasks we will do? What is the timeline? Does it support the overall project timeline?**

**Issues/Risks/Constraints/Dependencies:**

**What do we not know that we need to? What is there disagreement on? What needs a decision?**

**What could prevent the project from being successful?**

**What stakeholder priorities exist that could impact the project?**

**What other events or projects is project success dependent on? What else needs to happen?**

**Project Team Leaders:**

**Project Team Members:**

**Additional Resources needed: What do we need that we don’t have? What/whose help do we need to get it?**