

# A Simple Project Charter Template

## 1. Project Charter Statement

Create a 3-4 sentence summary of the primary objectives of your project and the desired outcomes/results of the work.

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## 2. Constraints

What are 2-3 constraints that you may encounter? (Project constraints are limiting factors that can impact quality, delivery, and overall project success. Areas to consider are time, cost, scope, quality, resources, risks.)

- 1.
- 2.
- 3.

## 3. Dependencies

What are 2-3 dependencies for your project? (A project dependency is when one may require one or more other tasks to be completed or started before the team can start work on them.)

- 1.
- 2.
- 3.

## 4. Budget

Identify your budgetary needs to complete the work. (A project budget is a tool used by project managers to estimate the total cost of a project. A project budget template includes a detailed estimate of all costs that are likely to be incurred before the project is completed.)

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## 5. Approvals

Name who will you need to obtain approval to initiate the project.

## 6. Project Sponsor

Name who you will identify as your project Sponsor.

## 7. Project Manager

Name who you will identify as your Project Manager.

## 8. Key Stakeholder groups (internal/external)

Name the possible groups or individuals that may be impacted by the project.

## 9. Relative Timeframe

Estimate the general length of time it will take you to complete the project.