

**Project Charter Template**

This template contains instructional text to advise how to populate the various sections. Please remove the green text when you have completed the document, prior to circulating.

**Project Charter**

**<Project Name>**

**Date**

**<Paragraph 1: Formally authorize the project>**

This Charter formally authorizes this Project to ...

**<Paragraph 2: Project Scope - State the scope of the project, its deliverable and what business needs, problems or opportunities the project addresses – a market demand, business need, legal requirement, social need, customer request or technological advance >**

The purpose of this project is to ...

**<Paragraph 3: Identify the Project Manager and give him/her authority to apply organization resources to the project >**

The Project Manager is hereby authorized ...

**<Paragraph 4: Provide the summary milestone schedule >**

The project plan will be submitted and approved in accordance with the milestone schedule below. Upon approval of the project plan resources will be assigned to the project and work will commence on DD-MMM-YY. The Project Sponsor must approve any schedule changes which may impact milestones. A detailed schedule will be included in the project plan. The high level milestone schedule is:

Milestone 1 DD-MMM-YY

Milestone 2 DD-MMM-YY

**<Paragraph 5: Project Budget – state the budget for the project and identify funding sources >**

The budget for this project is €TBC. It is to be funded through ….

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date:

<Project Sponsor Name>

### <Project Sponsor Title>