

PROJECT CHARTER

One-page authorisation · Engineering · IT · Healthcare · Construction

Project Name	[Enter project name]	Project Code	[e.g., PRJ-001]
Project Manager	[Name]	Project Sponsor	[Name / role]
Planned Start	[Date]	Planned Finish	[Date]
Total Budget	[Amount]	Sector	[Eng. / IT / Health / Constr.]

PURPOSE & OBJECTIVES

[State the business problem or opportunity and the outcome this project will deliver.]

- [Specific, measurable objective one.]
- [Specific, measurable objective two.]

SCOPE

In scope: [Key deliverables and work included.]

Out of scope: [Work explicitly excluded.]

KEY MILESTONES

Milestone	Target Date	Milestone	Target Date
[Initiation complete]	[Date]	[Testing complete]	[Date]
[Design complete]	[Date]	[Go-live / handover]	[Date]
[Build complete]	[Date]	[Project closeout]	[Date]

TEAM, ROLES & GOVERNANCE

- [Sponsor, project manager, core team members, and key decision-makers with their roles.]

RISKS, ASSUMPTIONS & CONSTRAINTS

- [Key risk and response.] [Major assumption.] [Key constraint.]

SUCCESS CRITERIA

[The measurable outcomes and acceptance conditions that define success.]

AUTHORISATION

Role	Name	Signature	Date
Project Sponsor	[Name]		
Project Manager	[Name]		