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| Project Charter |  |
| Project Name |  | Id |  | Version |  |
| Project Manager |  | Email |  | Phone |  |
| Project Sponsor |  | Email |  | Phone |  |
| Project Objective/s |
| Objective/s*What must be achieved, before the project closes, in order to call the project “successful”?* | Measurable Success Criteria*Evidence that the objective has been achieved to clarify the line between success and failure. Quantifiable criteria that can be (easily) measured before the project closes.*  |
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| Background *History, rational and relevant background information about the project.*  |  |
| Lessons from past projects *What Lessons Learned and insights have been gained on past projects that may be relevant to this project?*  |  |
| Strategic alignment *What (if any) program does this project sit within? What organisational goals, values or strategies does this project support? List / provide links to relevant corporate plans, etc.*  |  |
| Benefits / Long-Term Outcomes |
| *For benefits expected to be realised AFTER the project has closed (e.g. efficiency, awareness, etc), a Benefits Realisation Plan provides the preliminary measurement of each benefit (the "before picture"); as well as instructions for conducting subsequent benchmarks to measure the realisation of longer term benefits (the "after picture"). This enables a comparison of benchmarks to determine the effectiveness of the project in achieving the desired benefits. Such plans/data should be listed as “deliverables” below.* |
| Positive results expected to emerge after the project has closed | What (if any) plans or data will this project produce to support Benefits Realisation post-project? |
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| Governance Structure |
| *Individuals/groups that will authorise the project, direct the actions of the project manager, provide funding, decisions, & resolve escalated risks/issues.* |
|  | Governance Role | Person performing role  | Email  | Responsibilities (e.g. attend SteerCo meetings, facilitate funding, own specific risks) | Communication needs (Status Report, meetings) | Comments |
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| Proposed Team |
| *People and organisations involved with undertaking any of the work in scope.* | Internal resources (people) required  | External delivery partners/suppliers required |
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| Key Stakeholders |
| *Individuals and/or groups involved with, impacted by, or able to affect the project or its outcomes.* | Name of individual/group | Interest (why are they a stakeholder?) |
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| Scope of Work |
| Deliverables *Products, services, results to be delivered (outputs).* | Estimated completion date | Estimated cost  | Exclusions*What is ‘out of scope’ and will NOT be delivered by this project?* |
|  | Click or tap to enter a date. | $ |  |
|  | Click or tap to enter a date. | $ |
|  | Click or tap to enter a date. | $ |
|  | Click or tap to enter a date. | $ |
|  | Click or tap to enter a date. | $ |
| Project Management | Throughout | $ |
| Project Contingency (PM approved to spend)  | $ |
| Management Reserve (Sponsor approval required)  | $ |
|  Target timeframe / budget for project (sum column)  | $ |
| Key Considerations |
| Assumptions *Uncertain conditions that are considered likely to be true, and on which current plans are based.* |  |
| Constraints *Known facts that limit the team’s approach/choices about how the work is done.* |  |
| Key Risks *Things that might happen that would negatively impact the project, client, organisation or community.*  | Threat description | Treatment strategy |
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| Key Opportunities *Things that might happen that would positively impact the project, client, organisation or community.* | Opportunity description | Treatment strategy |
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| Additional general comments  |
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| Endorsement by Steering Committee |
| Name | Title & Organisation | Record of endorsement  | Optional comments | Date |
|  |  | Choose an item. |  | Click or tap to enter a date. |

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| Authorisation by Project Sponsor  |
| Name | Title & Organisation | Record of approval  | Optional comments | Date |
|  |  | Choose an item. |  | Click or tap to enter a date. |

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| *In the interest of supporting ‘good work, done well’, Elemental Projects offers this and other project management templates, free of charge, for people with projects – visit* [*www.elemental-projects.com.au*](http://www.elemental-projects.com.au)*. Users may adapt, use, reproduce, and share our templates on the condition that they are not on sold. Elemental Projects accepts no liability for projects managed using these templates. Copyright © Elemental Projects (Australia) Pty Ltd.*  |  |