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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. | | | | $ | | | |
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| 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.* |  |