# Project Charter

A project charter details a high-level overview of the scope, objectives, and people responsible for a proposed project. A project charter is typically a short document. Use this space to give a concise overview of the project if necessary.

Footers should always include the most recent date the document was revised and the page number. If appropriate for the document, please include the name of the person who prepared it and / or their department along with the link to the document’s permanent location. document.

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| Objectives | Measures and Targets | Deliverables | Assumptions |
| Use this space to briefly describe the scope, the value, and the aims of a proposed project. | Use this space to specify the targets of the project and how they will be measured. | Use this space to provide a short overview of proposed project deliverables. Bulleted lists are useful to clearly display multiple items. | Use this space to detail assumptions about the project and strategies about how to navigate potential issues. |

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| Team Members & Time Requirements | Stakeholders | In Scope | Out of Scope |
| Use this space to denote team members, their various responsibilities, and monthly time requirements. | List outside teams or individuals who, while not responsible for this project, will either contribute to the aims or benefit from it. | Use this space to describe duties and objects team members will own. | Use this space to describe related duties and objects external teams will own. |