

# 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.

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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. |