**PROJECT CHARTER**

*This template is provided by the Everyday Project Manager® Ltd to assist in the definition of your project. The text in blue is for guidance only and can be deleted.*

|  |  |
| --- | --- |
| Project name: |  |
| Project sponsor: |  |
| Project manager: |  |

**PROJECT VISION**

*e.g., “This project aims to place a man on the moon before the end of the decade.”*

*Outline your project vision here. This should be a one-sentence statement outlining the overall aim of the project.*

**PROJECT BENEFITS**

By undertaking this project, we aim to achieve the following benefits:

| ID | Benefit description | Beneficiary (who gets the benefit) |
| --- | --- | --- |
| A | *e.g., “Our department will increase our efficiency which will, in turn, reduce operating costs by £30,000 per annum”.* | *Head of Department.* |
| B |  |  |
| C |  |  |

*The benefits are the reason for undertaking the project. They are the ‘why’ of the project, explaining what we expect to achieve as a result of doing all the work. They should be measurable (so you know when they’ve been achieved), and ultimately it is these that are usually weighed against the cost of doing the project to decide if it should proceed.*

**PROJECT OBJECTIVES**

The project will deliver the following objectives:

| ID | Objective description | Relates to benefit: |
| --- | --- | --- |
| 1 | *e.g., “We will create a new website to attract more customers.”* | *A* |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

*The objectives describe what the project will actually* deliver *(the outputs). It is the delivery of these objectives that is ultimately the responsibility of the Project Manager. Delivery of each objective should allow one or more benefits to be realised.*

**HIGH LEVEL SCOPE**

The project will undertake the following activities.

To deliver Objective 1 we will:

* *e.g., “Construct a fence to the height of one metre around the play area.”*
* Bullet 1
* Bullet 2
* Bullet 3

To deliver Objective 2 we will:

* Bullet 1
* Bullet 2
* Bullet 3

To deliver Objective 3 we will:

* Bullet 1
* Bullet 2
* Bullet 3

*This provides the detailed specification of what will actually be delivered in order to achieve each objective. Complete for all the objectives.*

**OUT OF SCOPE**

The following items are out of scope:

* *e.g., “The project will carpet to the edge of the living room, but the hallway will not be carpeted.”*
* Bullet 1
* Bullet 2
* Bullet 3

*In the Out of Scope section you should list anything that someone might* assume *is in scope, but the project is, in fact, not delivering.*

**MILESTONES**

The project agrees to baseline and report against the following milestones:

| Milestone description | Baseline date |
| --- | --- |
| *e.g., “Begin construction on site”* | *02-May-23* |
|  |  |
|  |  |
|  |  |
|  |  |

*Outline the key dates that you commit to delivering against. These should represent major milestones in the project and will represent the completion of large elements of the project.*

**PROJECT BUDGET**

To deliver the scope within the agreed timescale, we estimate that the following budget will be required:

| Item description | Cost (£) |
| --- | --- |
| *e.g., “Labour costs”* | *10,000.00* |
| *e.g., “Materials”* | *7,450.00* |
| Subtotal: | *17,450.00* |
| Risk/contingency: | *1,250.00* |
| Total budget: | ***18,700.00*** |

**RISKS**

The following risks to delivery have been identified and will be managed by the project:

**Risk 1**

|  |
| --- |
| Risk: Because of *X (cause)*, there is a risk that *Y (risk)…* |
| Impact: If the risk were to occur, the impact to time/cost/scope would be… |
| Mitigation: *Describe any activities being undertaken to reduce the impact of the risk or the likelihood of it occurring.* |

**Risk 2**

|  |
| --- |
| Risk: Because of *X (cause)*, there is a risk that *Y (risk)…* |
| Impact: If the risk were to occur, the impact to time/cost/scope would be… |
| Mitigation: *Describe any activities being undertaken to reduce the impact of the risk or the likelihood of it occurring.* |

**Risk 3**

|  |
| --- |
| Risk: Because of *X (cause)*, there is a risk that *Y (risk)…* |
| Impact: If the risk were to occur, the impact to time/cost/scope would be… |
| Mitigation: *Describe any activities being undertaken to reduce the impact of the risk or the likelihood of it occurring.* |

**SIGN OFF**

As **Project Manager**, I agree to deliver the scope detailed in this document in accordance with the schedule defined by the milestones and within the agreed budget.

| Name | Date |
| --- | --- |
|  |  |

As **Project Sponsor**, I agree that delivery of the scope detailed in this document in accordance with the schedule defined by the milestones and within the agreed budget will constitute project success. I agree that delivery of the scope will mean that the project objectives have, in turn, been delivered. Delivery of the project objectives will allow me to realise the benefits, for which I am accountable.

| Name | Date |
| --- | --- |
|  |  |