


















PROJECT CHARTER LITE **Sample for Evaluation Only**

- To see Online Help** make certain that *Tools/Options/View/ScreenTips* is checked, or check *Show Revisions in balloons*. Mouse over the help symbols to see help text.   

1. General Project Information

Project Name:			
Project Sponsor:		Sponsor Urgency:  Lo – Med - Hi	
Analyst: 		Analyst Contact Info:	

2. Project Definition

Project Purpose: What product or service will this project produce? 		
What is the intended Business Value of this project? 		
Scope Boundaries	Business Requirements this project must deliver. 	
	List key project deliverables or insert link to high level WBS 	
	Check [x] PM Approach	<input type="checkbox"/> Waterfall <input type="checkbox"/> Iterative <input type="checkbox"/> Agile <input type="checkbox"/> Other:
	Check [x] all PM techniques that will be used in this project 	<input type="checkbox"/> Risk Mgt <input type="checkbox"/> Formal Baselines <input type="checkbox"/> Change Control <input type="checkbox"/> CPM <input type="checkbox"/> Earned Value <input type="checkbox"/> Transition Mgt <input type="checkbox"/> Phase Gate Reviews
	List items specifically Out of Scope 	
Who will use the deliverables? 		
What benefits? How? Does anyone lose? How? 		
When the project ends, how will we know that it was a success? 		
List in order of importance: Cost - Schedule - Scope 		
Major Known Risks and Assumptions: 		
Constraints: 		

Double click the following table (Estimated Project Cost) to activate it. Click outside the table to close it. If you accidentally lose this table (e.g. by not double clicking on it first), use CTRL-z to recover it. Only enter data in the white cells. Unprotect sheet to change colored cells.



3. Estimated Project Cost									
In house staff	Blended Rate	Labor Hours						PERT Ave +/-	Estimated Cost
		Min	Most likely	Max	PERT Ave	Std Dev.	PERT Ave +1 S.D.		
PM	\$50.00	220	270	420	287	33	320	23%	\$16,000
BA	\$50.00				0	0	0		\$0
Developer	\$50.00				0	0	0		\$0
DBA	\$50.00				0	0	0		\$0
Tester	\$50.00				0	0	0		\$0
Contractors	Contractor Rate	Min	Most likely	Max	PERT Ave	Std Dev.	PERT Ave +2 S.D.	PERT Ave +/-	Estimated Cost
Role 1	\$50.00				0	0	0		\$0
Role 2	\$50.00				0	0	0		\$0
Role 3	\$50.00				0	0	0		\$0
Role 4	\$50.00				0	0	0		\$0
Role 5	\$50.00				0	0	0		\$0
Total Estimated Labor Cost:									\$16,000
Estimated Procurement Cost:									\$5,000
Estimated Other Costs:									\$3,000
Total Estimated Project Implementation Cost:									\$24,000
10.0%					Contingency Reserve:				\$2,400
Estimated Lifetime Cost									
Maintenance Cost per Year:									\$5,000
Operations Cost per Year:									\$6,000
Total Cost per Year:									\$11,000
Years in Operation:									5
Total Lifetime Cost:									\$81,400

4. Other Project Details (as needed)	
Proposed start date []	Proposed end date []
Project Dependencies []	
Describe required Procurements []	
List major project milestones []	
List any special resource requirements []	

4. Other Project Details (as needed)

List primary stakeholders in
this project 

Indicate source of funds to be used for project implementation. Add rows as needed.



Name of Organizational Unit 	Fund Center 	Estimated Amount (\$)

5. Sign-off

Charter should be signed at least by Project Manager and Sponsor. Have other stakeholders sign to demonstrate agreement, e.g. on project purpose, objectives and approach.

	Name	Signature	Date (MM/DD/YYYY)
Project Sponsor			
Project Manager			

6. Document History

Version 	Date 	Author	Reason for Change

7. Notes

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