

## Project Charter

Once started, a project should have the following information. It expresses the vision and mission of the project to ensure its success. It is a summary statement for executive readership only, and should be limited to one page of printed text. It would be either prepared or presented at a project kick-off meeting.

**Date.** Date the project charter was formulated.

**Project Name.** A name (and perhaps, an acronym) by which the project shall be known from this point forward.

**Purpose.** A simple statement, limited to one sentence, which states the intent of the project.

**Scope.** A brief description of the purview (and any limits) of the project.

**Critical Success Factors.** Briefly describe three to five requirements that, if not satisfied, will ruin the company and embarrass the project manager (or vice versa). Or instead, list benefits that will justify the cost and whose achievement will make the principal actors heroes in their own time and wealthy beyond their dreams.

**Goal.** The project's primary aim, which should agree with (but not restate) the Purpose.

**Objectives.** Essential milestones (usually requiring significant effort) that will support or lead to achievement of the Goal. It's okay to cast each objective's description in a way that positively reflects benefits of the project – choose objectives that add worth to the overall project. Use a bullet list; describe each objective in two lines or less; more than five objectives gets boring.

**Authority.** Who authorized this project? Or what is the mandate?

**Sponsor:** Who is paying for the project?

**Roles and Responsibilities (optional):** Names the principal actors in the execution of the project (project manager, project lead, client liaison, etc.) and their main responsibilities and reports. In a consulting or third party arrangement, chief roles are identified (but not necessarily defined) for all participants.