

Project Management Project Charter

**February 29, 2024**

Document Status: **Draft** | In Review | Approved

**Executive Summary:**

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| **Project Goal** |
| ***SMART: S****pecific,* ***M****easurable,* ***A****ttainable,* ***R****elevant, and* ***T****ime-bound* |

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| **Deliverables** |
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| **Business Case / Background** |
| **Why are we doing this?** |

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| **Benefits, Costs, and Budget** |
| **Benefits:**    * *Additional benefits (optional)*:   **Costs:**   * *Additional cost areas (optional)*:   **Budget needed:**   * $xx,xxx.xx |

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| **Scope and Exclusion** |
| **In-Scope:**   * *Other in-scope items (optional)*:   **Out-of-Scope:**   * Vendor contracts * *Other out-of-scope items (optional)*: |

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| **Project Team** |
| **Project Sponsor:**  **Project Lead:** Project Manager  **Project Team:**  **Additional Stakeholders:** |

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| **Measuring Success** |
| **What is acceptable:** |