

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:** |