



Project Charter

Project	<i>Project Name; Project #</i>		
Created By	<i>Your Name</i>	Date	<i>Creation Date</i>
Phone	<i>Your Phone Number</i>	Email	<i>Your Email</i>

Mission	<p><i>Instructions :</i></p> <ul style="list-style-type: none"> ▪ <i>Expand all the rows as necessary to include your text.</i> ▪ <i>Not all the sections listed here may be needed on a particular project. There may also be items you need to include that are not included here.</i> ▪ <i>Many of these items listed will be visited in more detail when you start planning.</i> ▪ <i>The objective of the charter is to document the information as it is known at the <u>beginning</u> of the project – not to get into the planning itself.</i> ▪ <i>Delete the blue instruction text as you move through the form.</i> ▪ <i>The mission, or goal, for the project should be documented in this row. <u>What is the project?</u></i>
Objectives	<i>Why is it important to achieve the project mission? What do you hope to achieve by executing the project?</i>
Deliverables	<i>What will the project actually produce? These should be <u>measurable</u> items. What are the specific deliverables that will be accomplished at designated milestones?</i>
Stakeholders	<i>Who will be on the team? Who is the project sponsor? What other stakeholders have already been identified ? Include contact information if possible.</i>
Roles and Responsibilities	<i>Are there some roles/responsibilities that need to be clarified now before the detailed planning begins? Are you clear on your responsibilities as the project manager?</i>
High-Level Work Breakdown Structure	<i>How will the project be structured at a high-level? How can we sub-divide the current project deliverables into smaller, more manageable components?</i>
Alternative/Matching Funding	<i>Identify potential source of grants, matching funds, alternative funding sources that are non-General Funds. Eg: Stormwater Funds, Gas tax, LETF, etc.</i>
Assumptions	<i>What high-level assumptions have already been made about the project?</i>
Documentation	<i>Who will oversee project documentation? Where will it be kept? How will it be updated? How will progress be tracked?</i>
Boundaries	<i>Are there specific items that are NOT within the scope of the project?</i>
Collaboration	<i>Identify departments/agencies with whom you would need to collaborate to complete the project.</i>