

Project Charter

Approval

The following people are considered key stakeholders in this process, and should review and indicate their approval by signing below.

Sponsors

| Name | Title | Signature | Date |
|------|-------|-----------|------|
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Core Team

| Name | Role | Signature | Date |
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Change Management

Changes should and will be considered when, after a decision has been made, new information arises, or context changes. Substantial changes to these agreements will be assessed for impact to project goals and reviewed by the Change Review Board (CRB). The CRB consists of _____, with appropriate input from other key stakeholders. Suggested changes and impact assessment will be tracked in a change management log. Approved changes will be incorporate into this and other project documents and recorded in the revision history block above.

XXXXXXXX Project Charter

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|--|------------------|--|-------------|
| Overall Goals – What benefits are we creating? | | Core Team – Who is going to make it happen? | |
| | | Role | Name |
| Target Customer/Audience | | Target Price | |
| Expected distribution channel | | Key Competitors | |
| Key Metrics – How will A+ + Success be Measured? | | What this Project is NOT | |
| Key Benefits, Features and Requirements | | Top Risks & Mitigation Strategies | |
| Critical Success Factors to Achieve Goals | | | |
| Decision Priority List – How will we make trade-offs? | | Assumptions | |
| Target Dates for Major Milestones | | Rough Order of Magnitude Budget Estimate | |
| Date | Milestone | | |

