

# Project Charter

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[Project Name]

**Instructions:** Update or delete any red text in this template. For more information on how to kick off and plan your project, visit our blog at [www.metispire.com](http://www.metispire.com).

**Revised:** [Insert Month Year]

**Revision Summary:**

[Provide a brief summary of any changes made to this document throughout your project.]

Date	Summary of Change
[Insert Date]	[Inert summary of changes]

## Document Purpose

The purpose of this document is to serve as a project charter for the [Project Name] project. It details the essential information required by the decision maker(s) to authorize the initiation of the project. Throughout the project's execution, the project manager will utilize this document to maintain control and drive the project towards its objectives.

## Background

[Company] aims to [insert project vision statement; a concise, high-level description of the project that articulates the purpose - the 'why' - and inspires the team to contribute.]

# Scope

The project team will [describe the high-level scope of the project, including **'what'** will be delivered, **'when'**, **'where'**, and **'how'**. If the detailed scope is not yet defined, note that it will be further refined after gathering requirements, and a new estimate reflecting that scope will be provided at that time.]

## Deliverables

The project milestones and deliverables along with their estimated due dates are listed below:

[List the major milestones and deliverables for the project, such as project plan, draft deliverables, final deliverables, etc., with a description, such as the acceptance criteria, what it is, how it will be delivered, where it will be delivered, and the due date.]

Deliverable	Description	Due Date
Project Plan	A plan outlining the management of scope, schedule, budget, and ways of working.	[Insert Date]
Project Schedule	A schedule detailing all task assignments and due dates.	[Insert Date]
Requirements	A document with detailed deliverable requirements.	[Insert Date]
Draft Deliverable	A draft version of the deliverable in PDF format, delivered via email.	[Insert Date]
Final Deliverable	The final version of the deliverable in PDF format, delivered via email.	[Insert Date]

## Excluded From Scope

- [List any requirements that are specifically excluded from the scope. For example: Ongoing maintenance and updates beyond the initial implementation phase are not included.]

# Assumptions

The assumptions listed below have been validated to ensure the project remains on schedule and within budget:

- [For example: Changes in scope will lead to a new schedule and cost estimate.
- Stakeholders need to be available for timely input to avoid delays.
- The strategist will handle stakeholder feedback before meetings.
- The project sponsor must approve each deliverable before moving forward.
- If assumptions are wrong, we'll need to update the plan.]

# Constraints

The constraints identified for the initiation of this project are listed below:

- [For example: We can't start drafting until we have the recommendations.
- John can only work on the project until October 2024.
- We need to finish all deliverables by December 2024.]

# Impact

The potential impact of the project on existing personnel, processes, or systems are listed below:

- [For example: This project will help people learn new skills and grow professionally.
- We'll make work processes faster and cut out steps we don't need.
- Our systems will get updated tech to stay current and handle more work in the future.]

# Success Metrics

The project manager should provide stakeholders with [for example: weekly/biweekly/monthly] status updates to report on the project's progress and performance. The key performance measures for this project are detailed in the table below:

Metric	Target	Due Date	How to Measure
On time delivery	95% of tasks delivered on time	Ongoing	On-Time Delivery % = (Number of Tasks Delivered on Time / Total Number of Tasks) * 100]

## Stakeholders

The key stakeholders **who** have a role and responsibilities in this project are detailed in the table below. Each stakeholder's specific role and their responsibilities are detailed to ensure clear communication and accountability throughout the project.

Name	Title	Responsibilities
	Project Sponsor	Approves the project work.
	Project Manager	Drives the project work.
	Strategist	Develops the content.
	Designer	Creates the designs and visuals.

## Resources

The approved material and financial resources for this project are detailed in the table below. Each entry includes the type of resource, its purpose, and the allocated amount, to ensure transparent and accountable resource management throughout the project.

Resource	Description	Contact Information
Budget	\$180,000	First Last, XXX-XXX-XXXX, name@email.com

# Signatures

The signature(s) below document(s) the approval of this project charter. This project charter authorizes the project manager to initiate and execute the project as outlined herein. By signing, the undersigned acknowledge(s) their understanding of the project's terms and conditions and commit(s) to its objectives.

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Project Sponsor Name

Project Sponsor Signature

Date