Project Charter

**Project Name Goes Here**

Contents

[Project Summary 3](#_Toc365621297)

[Scope 3](#_Toc365621298)

[Goals and Objectives 3](#_Toc365621299)

[Deliverables 3](#_Toc365621300)

[Stakeholders 3](#_Toc365621301)

[Out-of-Scope 3](#_Toc365621302)

[Schedule 3](#_Toc365621303)

[Cost 3](#_Toc365621304)

[Resources 3](#_Toc365621305)

[Project Leadership 3](#_Toc365621306)

[Project Team 3](#_Toc365621307)

[Ongoing Use and Maintenance Roles 4](#_Toc365621308)

[Budget 4](#_Toc365621309)

[Quality 4](#_Toc365621310)

[Flexibility Matrix 4](#_Toc365621311)

[Risks, Constraints, Assumptions 4](#_Toc365621312)

[Appendix A – Glossary 4](#_Toc365621313)

#

# Project Summary

# Scope

## Goals and Objectives

## Deliverables

## Stakeholders

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **MAU** | **Name and title** | **Interest/Impact** |
| Stakeholder |  |  |  |
| Customer |  |  |  |

## Out-of-Scope

# Schedule



# Cost

## Resources

### Project Leadership

|  |  |  |
| --- | --- | --- |
| **Role** | **Name and title** | **Interest** |
| Project Sponsor(s) |  |  |
| Project Champion(s) |  |  |
| Functional Project Owner(s) |  |  |
| Project Manager |  |  |

###

### Project Team

|  |  |  |
| --- | --- | --- |
| **Role** | **Name and title** | **Purpose** |
| Developer(s) |  |  |
| Subject Matter Expert(s) |  |  |
| Tester(s) |  |  |
| End Users |  |  |

### Ongoing Use and Maintenance Roles

|  |  |  |
| --- | --- | --- |
| **Role** | **Name and title** | **Purpose** |
| Contract Administration |  |  |
| OIT Support |  |  |
| Functional Roles |  |  |

## Budget

# Quality

## Flexibility Matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Least Adjustable** | **Moderately Adjustable** | **Most Adjustable** | **Discussion** |
| **Scope** |  |  | **√** |  |
| **Schedule** |  | **√** |  |  |
| **Budget** | **√** |  |  |  |

## Risks, Constraints, Assumptions

|  |  |  |
| --- | --- | --- |
| **Risk/Contraint/Assumuption** | **Item** | **Discussion** |
|  |  |  |

#

# Appendix A – Glossary