



PROJECT

Charter

BACKGROUND: Provide context on the project to establish why it's being undertaken

PURPOSE STATEMENT: Articulate the intended impact of the project

OBJECTIVE: 1. Enumerate the goals of the project 2. Use phrases that start with "To", focusing on outcomes

PROJECT SPONSORS & STAKEHOLDERS: List both Business & IT Sponsors and all Stakeholders

DELIVERABLES:

Write the qualitative or quantitative target

KEY MILESTONES & TIMELINE:

Milestone 1: Add Here Target Completion Date: DD/MM/YYYY
Milestone 2: Add Here Target Completion Date: DD/MM/YYYY

KEY PERFORMANCE INDICATORS (KPI'S)

SUCCESS METRICS:

- Itemize the outputs
 - Add quantities where applicable
-
-
-
-

GOAL:

Write the qualitative or quantitative target

INCLUSION:

- List down what the client can expect
 - Add as many as needed
-
-
-
-

TERMS

EXCLUSION:

- List down what the client can expect
 - Add as many as needed
-
-
-
-





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