# Project Charter

## <Project Name>

### Project Objectives

Provide a brief description of the project.

### Project Scope

State the scope of the project, its deliverable and what business needs, problems or opportunities the project addresses – such as a market demand, business need, legal requirement, social need, customer request or technological advance.

### Authorization

Identify the Project Manager and give him/her authority to apply organization resources to the project.

### Milestone Schedule

Provide the summary milestone schedule in bulleted form.

### Project Budget

Project Budget – state the budget for the project and identify funding sources.

### Sponsor Acceptance

Approved by the Project Sponsor:

Date:

<Project Sponsor Name><Project Sponsor Title>