

Project Charter Template

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Goals

Insert a summary of the goals that we want to achieve with this project

Business Case

Add a description of the current situation (AS-IS), the new state of things (TO-BE) and a description of the main benefits and cost.

Key Stakeholders

Insert the Owner / Sponsors of the project and the main known stakeholders: who will do the project work, who will benefit from the project and who will coordinate the project itself.

HighLevel Timeline

Include the rough estimate of the duration of the project and any required date that the project is requested to meet.

Risks, Assumptions, Constraints

Insert a list of main risks known at this time. Any consideration that is supposed to be true but not confirmed (Assumption). Add any constraint or limit that is known e.g. budget constraints, resources constraints, legal or technical.

High Level Requirements

Insert here the general requirements for the Product / Project. The requirements can be the features of a product or characteristics of the product.