

Project Charter / Business Case

Project Name				
Authorisations	Name	Function	Date	Signature
Author		Project Manager		
Approved		Project Sponsor		
Project Context & Background				
Expected Business Benefits				
Proposed Start Date		Proposed End Date		
Project Objectives				
Key Outputs / Deliverables				
Project Scope				
	includes			
	excludes			
Success Criteria				
Methodology / Approach				
Project Resources				
Project Steering Group				
Sponsor				
Project Manager				
Project Team Members				
Other				
High Level Estimate of Project Costs				
Man/days				
Cost				
Issues & Risks				
Assumptions				
Constraints & Dependencies				
Reporting	Frequency	Who		
Meetings				
Steering Committee meeting		Steering Co. + PM		
Project Team meeting		Project Team + PM		
Reports				
Progress Reports		Sponsor, Steering Committee		
Closure Report		Sponsor, Steering Committee		