

# Project Charter Template Word

## 1. General Project Information

Project Name:	
Executive Sponsors:	
Department Sponsor:	
Impact of project:	

## 2. Project Team

	Name	Department	Telephone	E-mail
Project Manager:				
Team Members:				

## 3. Stakeholders *(e.g., those with a significant interest in or who will be significantly affected by this project)*


## 4. Project Scope Statement

<b>Project Purpose / Business Justification</b> <i>Describe the business need this project addresses</i>