

Project Charter Template

Project Description / Purpose

Project Name:	Enter the name of the project
Department / Unit:	Enter the department or operational unit that owns the process
Process:	Enter the process that is being worked on during this project
Project Description / Purpose	
Enter a brief description of the project, the purpose for conducting the project and a general description of what is expected to result from the project.	

Project Overview

Problem Summary:	Enter description of problem or performance gap identified here. Include descriptions of the impact to customers and the organization.
Goal / Desired Outcomes:	Describe the goal(s) and desired outcomes of the project
Business Case / Benefits:	Enter a description of the expected benefits here
Project Budget / Costs:	Enter a description of the expected costs and needed budget here

Timeline

	Tollgate / Completion Date
Define	Enter planned completion date for this phase of the project
Measure	Enter planned completion date for this phase of the project
Analyze	Enter planned completion date for this phase of the project
Improve	Enter planned completion date for this phase of the project
Control	Enter planned completion date for this phase of the project