

SIMPLE PROJECT CHARTER FORM

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1 General Project Information

Project Name	
Executive Sponsors	
Department Sponsor	
Project Impact	

2 Project Team

Project Manager Name	Department	Phone	Email
Team Member Names	Department	Phone	Email

3 Stakeholders

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4 Project Scope

Project Purpose /
Business
Justification

Objectives

Deliverables

Within Scope

Outside of Scope

Project Milestones

Risks

Constraints

Assumptions

External
Dependencies

5 Communication Strategy

Blank area for Communication Strategy.

6 Notes

Blank area for Notes.

7 Sign-Off

Role	Name	Signature	Date



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