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|  | | |
| [Project Name] | | |
| [Sub-Project / Phase / etc.] | | |
| Saturday, May 15, 2021  [Ref. number]  Marc Arnecke, PMP | | |
| Project Charter | | |
| The Project Charter is issued by the project initiator or sponsor and formally authorizes the existence of the project and provides the project manager with the authority to apply organizational resources to project activities | | |
| **[Company]**  [Company Address] | Tel:  Fax: | [Company Phone]  [Company Fax]  [Company E-mail] |

Table of Contents

[1 Revision and distribution 3](#_Toc71992945)

[1.1 Amendments 3](#_Toc71992946)

[2 Project sponsor approval 4](#_Toc71992947)

[3 Project description 5](#_Toc71992948)

[4 Project justification 6](#_Toc71992949)

[4.1 Business case 6](#_Toc71992950)

[4.2 Business objectives 6](#_Toc71992951)

[5 Requirements 7](#_Toc71992952)

[5.1 Requirements 7](#_Toc71992953)

[5.2 Constraints 7](#_Toc71992954)

[5.3 Acceptance Criteria 7](#_Toc71992955)

[5.4 Assumptions 7](#_Toc71992956)

[6 Initial Risk 8](#_Toc71992957)

[7 Milestone Schedule 9](#_Toc71992958)

[8 Budget Summary 10](#_Toc71992959)

[9 Project manager 11](#_Toc71992960)

[10 Conflict resolution 12](#_Toc71992961)

[11 Attachments 13](#_Toc71992962)

# Revision and distribution

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Client | Consultant | JV Main office(s) | All project mgmt. dept. | Sub-contractors | Suppliers |  |  |  |
| Rev. 0 (draft) | 15/05/2021 |  |  |  |  |  |  |  |  |  |
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## Amendments

The Project Charter from time to time may require updates. Any amendment to this document shall be informed to the change control board through the change control procedure before distribution. Only revised parts of the document will be re-distributed along with the approval and shall be accompanied by instructions on how to implement revised parts into the existing document.

The initial page numbering system (to be added upon initial approval) will be a normal continuous numbering displayed in the lower right corner of each page. If pages have to be added, characters shall be added to the number. In case entire pages are deleted, the corresponding page shall be replaced by a blank page stating “page removed”.

Each added/changed page shall have the revision number and date of approval displayed on the bottom of the page.

# Project sponsor approval

|  |  |  |
| --- | --- | --- |
| **Prepared by:** | **Reviewed by:** | **Approved by Proj. Sponsor:** |
| 15/05/2021 | 15/05/2021 | 15/05/2021 |
| *[signature]* | *[signature]* | *[signature]* |
| Marc Arnecke, PMP  [Project Manager] | [name]  [designation] | [name]  [designation] |

# Project description

Write a high-level summary of what the project is and why it is undertaken.

# Project justification

Explain the purpose of the project and its objectives.

## Business case

The business need can be market demand, organizational need, customer request, technological advance, legal requirement, ecological impacts, social need, etc.

Effect of the Project like cost savings, process improvement, new product development, etc.

## Business objectives

How does the project support the strategic plans of the company...?

# Requirements

Explain high-level project requirements and attach a more detailed requirement list.

## Requirements

What are the high-level project requirements?

## Constraints

Describe the borderlines/limitations such as time, cost, resources, quality, etc. which must not be crossed to achieve project success.

## Acceptance criteria

Acceptance criteria must be measurable and specific to determine if the project is on the path to success. Unrealistic or vague objectives make it very difficult to measure progress and success.

Each acceptance criteria must be associated with a source being authorized to approve.

## Assumptions

Provide a list of assumptions (if any). Assumptions are considered to be true without any proof.

# Initial risk

List the risks with the highest impact.

# Milestone schedule

The milestone schedule is a list of dates and will be developed further. It includes only high-level dates such as project start date, design completion, phase completions, ..., project completion.

Milestones differ from project to project. Take the following list as an example. These milestones must be reflected in your project schedule and can be supplemented with further subordinate milestones to simplify working with the scheduling software and make it easier to manage.

|  |  |  |
| --- | --- | --- |
| MS # | Milestone | Date |
| 1 | Project Start / Notice to proceed |  |
| 2 | Design approval |  |
| 3 | Completion of the sub-structure works |  |
| 4 | Completion of the super-structure works |  |
| 5 | Completion of the interior works |  |
| 6 | Completion of the exterior works |  |
| 7 | Project End |  |

# Budget summary

The budget summary includes the initial estimated cost for the preliminary scope and will be developed further as the project progresses.

# Project manager

Who will be the project manager, what are the responsibilities, and what is his level of authority regarding personnel, expenditure, changes, thresholds, etc.?

# Conflict resolution

Explain what to do in case of conflict beyond the authorities of the project manager. Who will be responsible and have decision-making authority (sponsor? steering committee?)

# Attachments

|  |  |
| --- | --- |
| Attachment 1 | Requirements list |
| Attachment 2 | Milestone list |
| Attachment 3 | Initial risks |
| Attachment 4 | Initial budget |
| Attachment 5 |  |