

Project Charter

Project Number: _____

Date Charted: _____

Problem Statement			Goal Statement		
Project Leader			Project Approach		
Project Team			Support Personnel		
Name	Role		Name	Role	
1					
2					
3					
4					
5					
6					
Scope			Deliverables		
Start Date			Estimate Completion Date		
Milestones	1	2	3	4	5
Description:					
Date:					

Signatures - The signatures of the people below document approval of the formal Project Charter		
	Signature	Date
Project leader:		
Sponsor:		

The Project Leader is empowered by this charter to proceed with the project as outlined above