Official Project Charter

Defines project purpose, scope, governance, milestones, and budget



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Official Project Charter Cover

Formal approval routing

Document title for formal approval routing and recordkeeping

Ownership accountability

Project title, sponsor name, and project manager name with clear ownership accountability

Governance contacts

Sponsor and project manager contact placeholders for governance communications

Audit-ready charter date

Charter date field aligned to signature completion to support audit readiness

Purpose and Business Case Summary

Strategic alignment

Strategic alignment statement linking initiatives to enterprise priorities and measurable outcomes

Operational justification

Operational justification describing current pain points and the expected workflow or service improvement

Executive sponsorship

Executive sponsorship section confirming commitment and decision support for cross-functional delivery

Objectives and Success Metrics

Measurable objectives

Define measurable objectives with target outcomes for cost savings, revenue impact, or productivity gains

Success metrics

Specify success metrics with baseline, target, and measurement approach to ensure auditability

Time-bound performance

Set time-bound performance indicators for cycle-time reduction or delivery throughput improvements

Reporting and acceptance

Include reporting cadence and acceptance criteria so progress can be validated by governance

Scope, Deliverables, and Constraints

Deliverables

Explicit deliverables list describing what will be produced, including key outputs and handoff artifacts

Delivery Assumptions

Assumptions section capturing dependencies, required inputs, and conditions for delivery feasibility

Constraints

Critical constraints covering regulatory, technical, timeline, resource, and integration limitations

Scope Boundaries

In-scope and out-of-scope boundaries to prevent scope creep and clarify governance change triggers

High-Level Milestone Schedule



Charter approval

Initiation and charter approval milestone to establish authority, roles, and initial governance cadence

Requirements & design sign-off

Foundation phase milestone covering requirements confirmation and solution design sign-off

Operational handoff readiness

Build and transition milestone completing core implementation and readiness for operational handoff

Final acceptance & closure

Final acceptance milestone confirming completion criteria and readiness for closure and benefits tracking

Budget Allocation and Cost Baseline

Total authorized spend

Approved expenditure limits with a cost baseline that defines total authorized spend for the project lifecycle

Contingency governance

Contingency reserve description including governance rules for drawdown and re-forecasting triggers

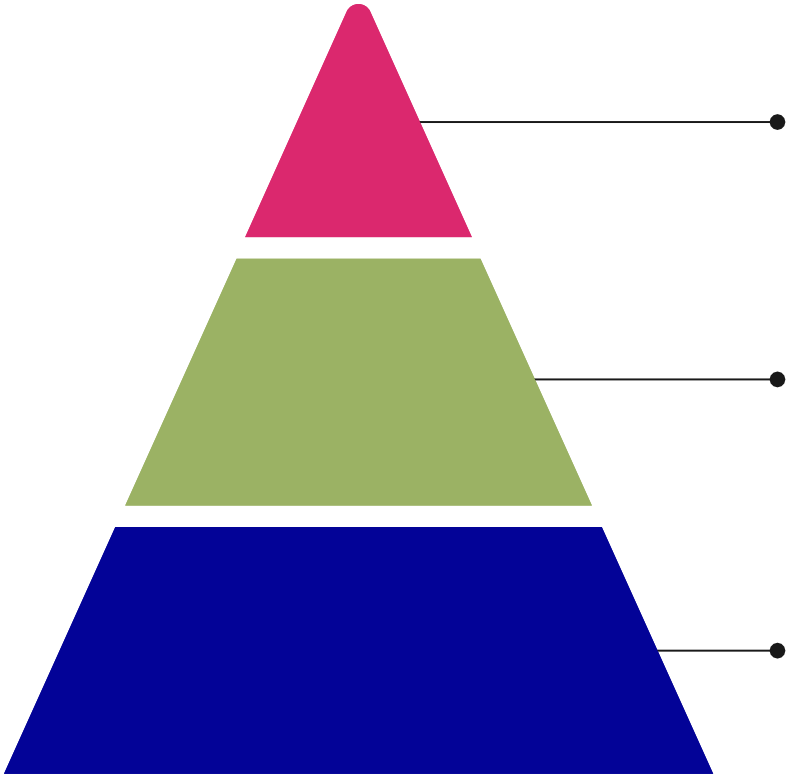
Funding phase controls

Funding phases outlining release timing, conditions for spend authorization, and phase-level accountability

Baseline traceability

Cost baseline traceability to scope and milestones to ensure financial alignment with delivery plan

Stakeholders and Governance Model



Decision cadence

Working governance describes decision cadence, issue intake, and the escalation path to leadership

Delivery leadership

Project leadership names project leads and functional owners responsible for delivery execution and reporting

Strategic oversight

Steering committee oversight defines strategic decisions, resource prioritization, and escalation authority

Authorization Signatures and Acceptance

Sponsor authorization

Sponsor signature block confirming authorization to proceed, funding commitment, and governance accountability

VS

PM acceptance

PM acceptance block capturing acceptance of charter scope, plan alignment, and authorization date for official record