**Appendix B. Sample Project Charter Template**

The project charter template is an optional tool that may be useful when working through Play Two: Create Agreements for the Work.

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| **SAMPLE PROJECT CHARTER TEMPLATE** |
|  |
| Date: |  | Project Sponsor: | Who is the leadership sponsor? |
| Last revised: |  | Project Manager: | Who is the primary project lead? |
|  |
| **Project Purpose** |
| Brief statement of purpose, business case |
|  |
| **Scope** |
| Deliverables: |  | Out of scope: |
|  |
| **Requirements** |
| * **Technical requirements:**
* **Non-technical or human resources**:
* **Process requirements:**
 |
|  |  |  |  |  |
| **Risks** |  | **Constraints** |
| *
 |  |  |
|  |  |  |  |  |
| **Assumptions** |  | **Dependencies** |
|  |  |  |
|

|  |
| --- |
| **Timeline and Budget** |
| Project milestone | Estimated hours and/or resources required | Estimated Cost (if any) | Comments |
| Milestone 1 |  | $ |  |
| Milestone 2 |  | $ |  |
| Milestone 3 |  | $ |  |
| Milestone 4 |  | $ |  |
| **Total** |  | $ |  |
|  |
| Success Criteria |  | Other Key Partners | Department / Title |
|  | Person 1  |  |
| Person 2 |  |
| Person 3 |  |
| Person 4 |  |

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