**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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 | | |  | | | | | | | |