# Project Charter

*Purpose:* This document formally authorizes the existence of a project and provides the project manager with the authority to apply organizational resources to project activities. It outlines the project's purpose, objectives, stakeholders, and key deliverables.

## 1. Project Overview

**Project Name:** {projectName}

**Project Sponsor:** {projectSponsor}

**Project Manager:** {projectManager}

**Start Date:** {startDate}

**Expected End Date:** {endDate}

## 2. Project Purpose and Justification

{projectPurpose}

## 3. Objectives

The following are the key objectives that this project aims to achieve:

{#objectives}

* {objective}

{/objectives}

## 4. Scope

**In Scope:**

{#inScopeItems}

* {item}

{/inScopeItems}

**Out of Scope:**

{#outOfScopeItems}

* {item}

{/outOfScopeItems}

## 5. Key Deliverables

{#deliverables}

* **{title}:** {description}

{/deliverables}

## 6. Stakeholders

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contact Info** |
| {#stakeholders}{name} | {role} | {contactInfo}{/stakeholders} |

## 7. Assumptions and Constraints

**Assumptions:**

{#assumptions}

* {assumption}

{/assumptions}

**Constraints:**

{#constraints}

* {constraint}

{/constraints}

## 8. Risks

{#risks}

* **{title}:** {description}

{/risks}

## 9. Approval

|  |  |  |  |
| --- | --- | --- | --- |
| **Approver Name** | **Role** | **Signature** | **Date** |
| {#approvers}{name} | {role} | {signature} | {date}{/approvers} |