Project Charter Checklist

**Purpose:** The purpose of this document is to provide a standardized checklist for use by project managers to ensure necessary review and documentation of the Project Charter has been conducted. This document can be revised and augmented to better meet the needs of the individual organization.

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| **Project Charter Checklist** |
| Has a Project Manager been identified for the Project? |  |
| Is the business need documented? |  |
| Is there a financial analysis of the project included? |  |
| Are the project objectives agreed upon by all parties and documented in the charter? |  |
| Are the major deliverables agreed upon and documented? |  |
| Is there a rough Project Timeline? |  |
| Is the Project timeline agreed upon by all parties and documented ? |  |
| Has success/failure been clearly defined? |  |
| Does the Project Charter clearly outline how success/failure will be measured? |  |
| Are the sources of funding for the project outlined and approved? |  |
| Are project assumptions and constraints documented? |  |
| Are potential risks documented? |  |
| Are Roles and Responsibilities clearly outlined and agreed upon? |  |
| Does it outline various organizations responsible for providing resources and decision making pertaining to those resources? |  |
| Are the major project deliverables agreed upon by all parties and documented? |  |
| Have alternative courses of action been considered and reviewed? |  |
| Is the project being executed through contract(s), and have those been approved by both the Project Sponsor and Contractor? |  |
| Has an authorized representative(s) signed off on the completed Project Charter |  |
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