|  |
| --- |
| [Managingamericans.com] |
| Project Charter |
| Prepared for : [Credit Committee] |
|  |
| **[Project Sponsor]** |
| **9/19/2012** |

|  |
| --- |
| [Short Abstract on the contents of the document. “This is Project Charter is being prepared for consideration of investment and authorization of work progress for the XXX Project”] |

Document Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Summary of Changes |
| 1.0 | 1/8/2012 | [Name] | Original Document |
| 1.01 | 2/15/2012 | [Name] | Minor clarifications |
| 1.1 | 3/5/2012 | [Name] | Updated document based on input from Credit Committee |
| 1.3 | 4/6/2012 | [Name] | Revised Budget |
|  |  |  |  |

**Table of Contents**

|  |  |
| --- | --- |
| Project Name: |  |
| Project Sponsor(s): |  |
| Proposed Start |  |
| Proposed End |  |

1. **Overview**: Purpose of This Document *[Provide a brief purpose of the Project Charter. An overview of what it provides, how it authorizes the Project Manager to access resources and any other relevant details such as serving as an outline of the organizational structure]*

**Charter Approval**

The signatures below indicate that the [Project] has been fully reviewed and the members below are in agreement with the information provided and authorize execution of the project in-line with the information provided them.

|  |  |  |
| --- | --- | --- |
| Authorized Representative | Signature | Date |
| **[John Doe]**  VP of Finance  [*Organization*] |  |  |
| **[Jane Doe]**  General Manager  [*Organization*] |  |  |
| **[Name]**  [Role]  [*Organization*] |  |  |
| **[Name]**  [Role]  [*Organization*] |  |  |
| **[Name]**  [Role]  [*Organization*] |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Project Background:** [This should provide relevant parties with an introduction to relevant and appropriate information on the history of the project. As a result of the annual strategic process, this project was identified as in-line and critical to achieve strategic and operational goals]
2. **Goals:** [What are the overall goals of the project? They should be clear and measurable.]
3. **Deliverables:** [What are the specific desired results of this project? Construction of a new facility, implementation of new system or process or a findings report]
4. **Scope:** [This should establish the fence around the project. It should provide enough detail and input from the various stakeholders to act as a compass during the project execution on what should or should not be included. It should help define and shape the execution of the project]
5. **Expected Outputs:** [What are the expectations of the Project Sponsor in terms of a successful outcome? It can be a project in operation on or prior to a date, the benefits of a project, specific criteria associated with quality of outputs or improvements expected]
6. **Schedule:** [This doesn’t need to be the detailed schedule, but should have major milestones. To the extent a graphical schedule can be produced in support of these major milestones it is preferred.]

Major Milestones

|  |  |
| --- | --- |
| Date | Milestone |
| Nov 13 | Notice To Proceed |
| Jan 20 | RFP Prepared |
| Mar 18 | Bidders Shortlisted |
| Apr 1 | Contractor Selected |
|  |  |

1. **Resources and Stakeholders:** [This includes an organizational chart and relevant teams that will be involved on the project. It should also list out separately all relevant stakeholders that should be considered during project execution]

Resources

|  |  |  |
| --- | --- | --- |
| Resource | Point Of Contact | Comments |
| Project Sponsor |  |  |
| Project Manager |  |  |
| Finance |  |  |
| Legal |  |  |
|  |  |  |

Stakeholders

|  |  |  |
| --- | --- | --- |
| Resource | Point Of Contact | Comments |
| JV Partner |  |  |
| Local Utility |  |  |
| Facility Manager/Owner |  |  |
| Other |  |  |
|  |  |  |

1. **Risks & Assumptions:** [List any assumptions that have been made at the time of the Project Charter. Outline all known or potential risks that may impact the project due to unforeseen circumstances or wrong project assumptions. If there are significant risks think about creating a separate risk management plan to address major concerns]
2. **Budget:** [This should include the estimated cost and the big buckets. It should include some level of contingency to account for potential budget increases necessary if the more detailed project plan increases. This should be outlined in the charter and a agreed upon by project sponsors]
3. **Reports:** [Outline what the reporting procedure will be. Frequency of reports and who will be included on them. It should also outline what meetings will happen, purpose of those meetings and how often.]

Attachments:

[Include all relevant reports, documents, etc as attachments to support the Project Charter. These can include a detailed budget spreadsheet, operating agreements that the project is bound by, various rate structures or relationships that need to be honored, etc.]