

Project Charter Outline

Project Sponsor Person championing the project at an executive level	
Project Stakeholders Persons affected by the project outcome	
Project Manger Person responsible for completion and authorized to make decisions	
Project Staff Internal and contracted resources executing the project	
Completion Criteria How will we know when the project is finished?	
Budget	
Other Resources Hardware, software, etc.	
Priorities Relative importance of tasks established by the stakeholders	
Constraints Schedule, Staffing, Budget, etc.	
Assumptions	