

Project Charter

Project Sponsor		Project Leader	
Start Date		Target Completion Date	

Project Name			
Project Purpose			
Project Scope	<u>Included:</u>		
	<u>Excluded:</u>		

Project Goals/Objectives			

Business Benefits	• • • •		
Customer Benefits	• • • •		
Estimated Cost			
Project Team	Project Sponsor:		
	Project Leader:		

Project Schedule

Start Date	Define End Date	Measure End Date	Analyze End Date	Improve End Date	Control End Date