**BUSINESS PROJECT CHARTER TEMPLATE**

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| **EXECUTIVE SUMMARY** | |  |  |  |
| **PROJECT NAME** | |  | | --- | |  | | | | |
| **PROJECT SPONSOR** |  | | | |
| **PROJECT MANAGER** |  | | | |
| **EMAIL ADDRESS** |  | | | |
| **PHONE NUMBER** |  | | | |
| **ORGANIZATIONAL UNIT** |  | | | |
| **EXPECTED PROJECT TIMELINE** |  | | | |
| **ESTIMATED COSTS** |  | | | |
| **PROJECT OVERVIEW** | | | | |
| **PROBLEM OR ISSUE** |  | | | |
| **PURPOSE OF PROJECT** |  | | | |
| **BUSINESS CASE** |  | | | |
| **GOALS / METRICS** |  | | | |
| **EXPECTED DELIVERABLES** |  | | | |
| **SCOPE AND KEY DELIVERABLES** | |  |  |  |
| **WITHIN SCOPE** |  | | | |
| **OUTSIDE OF SCOPE** |  | | | |
| **TENTATIVE SCHEDULE** | **KEY MILESTONE** | **START** |  | **COMPLETE** |
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| **RESOURCES** | |  |  |  |
| **PROJECT TEAM** |  | | | |
| **SUPPORT RESOURCES** |  | | | |
|  |  |  |  |  |
| **PROJECT BENEFITS AND CUSTOMERS** | | | | |
| **PROCESS OWNER** |  | | | |
| **KEY STAKEHOLDERS** |  | | | |
| **FINAL CUSTOMER** |  | | | |
| **EXPECTED BENEFITS** |  | | | |
| **TYPE OF BENEFIT** | **DESCRIBE BASIS OF ESTIMATE** |  |  | **EST BENEFIT** |
| **SPECIFIC COST SAVINGS** |  | | |  |
| **ENHANCED REVENUES** |  | | |  |
| **HIGHER PRODUCTIVITY (SOFT)** |  | | |  |
| **IMPROVED COMPLIANCE** |  | | |  |
| **BETTER DECISION MAKING** |  | | |  |
| **LESS MAINTENANCE** |  | | |  |
| **OTHER COSTS AVOIDED** |  | | |  |
|  |  | | |  |
| **PROJECT RISKS, CONSTRAINTS, AND ASSUMPTIONS** | |  |  |  |
| **RISKS** |  | | | |
| **CONSTRAINTS** |  | | | |
| **ASSUMPTIONS** |  | | | |
|  |  |  |  |  |
| Prepared by: |  | Date: |  |  |

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