**BUSINESS PROJECT CHARTER TEMPLATE**

**Try Morningmate for Free!**

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| **EXECUTIVE SUMMARY** |  |  |  |
| **PROJECT NAME** |

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| **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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