**Project Charter**

**Project Purpose:**

**Assumptions Exclusions**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**High-level Risks  
Risk Possible Action**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Milestone Schedule**

|  |  |
| --- | --- |
| **Milestone** | **Target Date** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**High Level Budget**

**Payment Terms**

**Summary Schedule**

**Project Approval Requirements**

**Assigned Project Manager, Responsibility and Authority**

**Signatures of Sponsor and Project Manager**