

Worksheet #0: Simple Project Charter

Last revised 11/12/17 by CLD.



Project Name	
Project Objective Statement	
Strategic Alignment <i>(Why now? Why us?)</i>	<ul style="list-style-type: none"> ▪ ▪ ▪ ▪
Deliverables	<ul style="list-style-type: none"> ▪ ▪ ▪ ▪
Out of Scope	<ul style="list-style-type: none"> ▪ ▪ ▪ ▪
Success Measures	<ul style="list-style-type: none"> ▪ ▪ ▪ ▪
Risks	<ul style="list-style-type: none"> ▪ ▪ ▪ ▪
Assumptions/Constraints	<ul style="list-style-type: none"> ▪ ▪ ▪ ▪
Roles/Responsibilities	Project Manager: Sponsors: Contributors: