

# Project Charter

## projectMethod – The Ultimate Methodology

**Current Step:**

**Create a Project Charter**

**Next Step:**

**Assign a Project Manager**

**Prev Step:**

**Select Project**

### Project Charter

Use this template to create a Project Charter. The main purpose of the Project Charter is to formally acknowledge that a Project has begun. The Project Manager will use the Project Charter as the authority to begin the Project. **PMBOK 5.1.3.1**

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(All dotted underlined text is Hidden and will not print unless specified)

projectMethod  
Tools for projects that matter



IDENTIFICATION			
PROJECT NAME	PROJECT DESCRIPTION	PROJECT ID	DATE
{An organization name for the project}	{A short description of the project. The detailed description will be elaborated in the following sections.}	{A unique project id}	{Date doc was created}
WEB SITE	Build a WEB SITE for Company ABC.	2000-1	Jun 10, 2000
VERSION	STRATEGIC GOAL		
{The current version number for this document}	{All projects should be supportive of the organizations goals. <b>PMBOK 5.1.1.2}</b>		
Version 1.0	Goal 2000-2: Increase the sales of all products by 20%. Goal 2000-12: Increase marketing efforts, specifically on the Internet.		

#### I. ORGANIZATION REQUIREMENT (PROBLEM, OPPORTUNITY OR BUSINESS REQUIREMENT)

{Use this section to define the reason for doing the project in the first place. What problem will it solve? What opportunity will it address? What business requirement will it satisfy? **PMBOK 5.1}**}

A WEB Site is needed to provide a marketing presence on the Internet. This will allow potential customers to see what products and services Company ABC has to offer.

#### II. PRODUCT OR SERVICE DESCRIPTION

{Describe the product or service that the project will create. Use as much detail as is available to support future project activities. How does this product or service address the Organization Requirement? **PMBOK 5.1.1.1}**}

A WEB Site will be developed that will be used strictly for advertising all products and service of Company ABC. There will be no requirement for financial transactions. Contact information through a live sales person will satisfy the need to purchase. The minimum information to be included on the WEB Site is 1) Company Information; 2) Product Information; 3) Store locations; 4) Contact Information; 5) Partnerships and; 6) News Releases. Additional information could be provided if time and budget permits.

September 25, 2005

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# Project Charter

## III. CONSTRAINTS

{What are the limitations that have been assigned to your project? These are usually budget or schedule. When defining constraints make sure they are real constraints and not just target constraints. PMBOK 5.1.3.3}

There is a budget of \$50K allocated for this effort.

The WEB SITE should be completed by September 1 so that it will be available after the vacation season.

## IV. ASSUMPTIONS

{Assumptions are factors that are considered to be true for planning purposes. List all assumptions that are made at this time. These assumptions should also be identified during risk identification. **PMBOK 5.1.3.4**}

Assume that the work will be contracted out since no one is available internally.

Assume that the project will start on July 1, 2000.

ACCEPTANCE			
ROLE	PROJECT SPONSOR	PROJECT MANAGER	DATE
<b>NAME TITLE</b>	{An individual external to the project who has a vested interest in the successful completion of the project. <b>PMBOK 5.1.3.1</b> }	{The person responsible for managing the project. This document grants the PM the authority required. <b>PMBOK 5.1.3.2</b> }	{Date PM was assigned to the project}
	Joe Sponsor, VP Finance	Jim Project, Director New Projects	Jun 25, 2000
<b>SIGNATURE</b>			{Date signed}
			Jun 25, 2000
<b>VERSION</b>	<b>CHANGE DESCRIPTION</b>		<b>DATE</b>
{New version number}	{Details of change, including person(s) responsible for change, reasons for change and any other information. One line for each new version of document.}		{Date of change}
Version 1.0	Created Project Charter. – Joe Sponsor		Jul 1, 2000