**Project Charter Template**

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| **1. General Project Information** |
| Project Title:  | **[Choose a title that reflects your project direction]** |
| Prepared By:  | **[Your name or team name]** |
| Project Purpose | **[Summarize the current issue]** |
| Project Objectives | **[Define what success looks like]** |
| **2. Project Team** |
| **Name** | **Role/Responsibility** | **Contact (email or preferred)** |
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| **3. Stakeholders**  |
| **Name** | **Title** | **Role** |
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| **4. Project Scope Statement** |
| **Scope** |
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| **Out of Scope** |
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| **Deliverables**  |
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| **Assumptions** What are the assumptions that will guide this project? |
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| **4. Project Milestones** |
| **Milestone** | **Notes** | **Deadline** | **Status** |
| Complete Project Charter |  |  | In Progress |
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| **5. Project Risks** |
| **Risks** | **Risk Chance (Low, Med, High)** |
| What are some possible risks of this project?  |  |
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| **6. Notes** |
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