

Project Name:

Project Charter

Tips for using this template:

The Statement of Work (SOW) forms the basis for the project order. The project order represents a further level of detail. Information that is often only outlined roughly in the SOW has to be provided in greater detail in the project order. Furthermore, internal points can also often be listed in the project order, which are essential for the success of the project.

The blue text contained in the template should provide assistance for usage. It briefly describes how the individual elements and styles are to be understood.

Please delete all of the blue text before you disseminate or print the document; it is intended exclusively for internal use.

We wish you much success with this template.

Project Name:
Project Charter:

Project:
Title:
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Document history

Version	Date	Author	Comment / Change
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The document history should provide an overview of the development of the document. Different versions with their date, author and possible comments should be entered here.

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1 Background/Project purpose or justification

This section describes why the project was initiated and how significant it is for the company.

2 Goals

This section describes which goals are to be realized with the project. These goals serve as a point of reference for the project closing. Measurable goals should be defined.

2.1 Goals

Goal	Description

2.2 Scheduling goals/milestones

Schedule	Description

3 Project product description

This section describes the project end product to be supplied.

Product scope description.

The product scope description documents the characteristics of the product, service or results that the project will be undertaken to create. The description should also document the relationship between the products, services or results being created and the business need that the project will address.

4 Delivery units

A list of all project products/deliverables whose complete and satisfactory delivery indicate the completion of the project.

4.1 Delivery units/services

Delivery unit	Description/Comment

A deliverable is any unique and verifiable product, result or capability to perform a service that is required to be produced to complete a process, phase or project. Deliverables are typically tangible components completed to meet the project objectives and can include elements of the project management plan. Deliverables also include ancillary results, such as project management reports and documentation. These deliverables may be described at a summary level or in great detail.

5 Project success criteria

This section outlines the quantifiable criteria that have to be fulfilled so that the project can be performed successfully.

Project success criteria

6 High-level risks

This section describes some of the key project risks and their potential impact on the success of the project. This list of risks should be regarded as provisional rather than complete because risks are usually identified and dealt with continuously during the course of the project.

Risk	Possible impacts on the project

7 Key stakeholders

This section should at least contain the key stakeholders with their name and their role in the project context. This is your starting point for further stakeholder management and analysis.

Name	Role

8 Assumptions, restrictions and external dependencies

Assumptions are expectations that form the basis for decisions. This section lists the main assumptions on the basis of which appraisals, plans and methods are defined for the project.

A	R	E	Item
A = Assumption			R = Restriction
			E = External dependency

9 Responsibility of the customer

This section lists what the customer is to contribute in the course of the project. These responsibilities can be split into two categories.

9.1 Tasks

Task	Comment	Contact

9.2 Resources and staffing

Resources/Staffing	Comment	Contact

10 Project category

According to the relevant requirements and experiences in the company, the project is classified as follows on the basis of the following predefined features.

Project category	
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Project categories:	C projects:	B projects:	A projects:
Complexity ¹⁾	Low	Average	High
Risk & impact on company ²⁾	Low	Average	High
Strategic importance ³⁾	Low	Average	High
Number of persons in project	Generally 5 - 10	Generally 10 - 20	Generally > 20
Project duration	Up to six months	6 -12 months	6 -24 months

Once the categories have been defined, please enter them above. In addition, we recommend that you mark the individual criteria in the table. The category parameters should be modified accordingly to your company/industry parameters.

11 Project budget (overview)

The financial framework within which the project has to operate is described here. Depending on the size of the framework, it may make sense to provide further details for individual parts.

Area	Amount
Project	
Subproject	

Project Name:
Project Charter:

12 Project startup

The project is deemed started with the following signatures:

	Representative of steering committee	Customer	Project manager
Signature			
Name			
Date			

13 Project end

Planned project end:

13.1 Signatures for release

The project manager is released with the signatures provided here following the project closing phase:

	Representative of steering committee	Customer	Project manager
Signature			
Name			
Date			

Annex

A. Glossary and abbreviations

If abbreviations have been used in this document (as well as terms that need to be defined in greater detail), and common understanding for every user is a prerequisite for the success of the project, this is an opportunity to explain them.

Term	Explanation

B. References, accompanying documents

If references have been made in this document to other external documents, these documents should be listed here.

Reference no.	Title	Doc. no.