***Project Charter***

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| --- |
| **Project Name:** *Short memorable name for the project* |
| **Project Manager:** *Assigned project manager* | **Project Sponsor:** *Executive sponsor name* |
| **Target Start Date:** *Intended start date* | **Target End Date:** *Intended completion date* |
| **Project Objective Statement:** *What must the project do? By When? Keep this statement short --- 25 words or less. Make it SMART (Specific, Measurable, Achievable, Relevant, and Time-based.)* |
| **Triple Constraint Trade-off matrix**

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| --- | --- | --- | --- |
|  | **Not Flexible** | **Somewhat Flexible** | **Most Flexible** |
|  **Budget** |  |  |  |
| **Schedule** |  |  |  |
| **Scope** |  |  |  |
| *Place a check in the appropriate column for each constraint. Only one check per column. (i.e. all constraints can’t be “Not Flexible”* |

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| **Project Deliverables:***What tangible results is the project going to produce? (Create a numbered list of tangible products that will be available as a result of this project.)* |
| **Core Team Members:***List the people who will be working on the project and what is their role/contribution***.** |

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