***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**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | |  | **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”* | | | | | | |
| **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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