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# Project Name

## Project Charter

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Yönetici Özeti  
Genel Bilgiler  
Proje Hedefleri  
Proje Kapsamı  
Teslim Edilecek Ürünler  
Etkileyen ve Etkilenen Kuruluşlar  
Tahmini İşgücü /Maliyet/Süre  
Proje Varsayımları  
Proje Riskleri  
Proje Kısıtları  
Proje Bağımlılıkları  
Proje Yaklaşımı  
Proje Yönetimi  
Onaylar

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## **Project Executive Summary**

*(Optional) The executive summary provides a summary of the Project Charter document. In many cases, this is a PowerPoint presentation. If it is, then a reference to the external document can be included here. This section contains high-level explanations of the project objectives, scope, assumptions, risks, costs, timeline, approach, and organization. (Remove this comment section from final document.)*

## **Project Overview**

*Describe the background and context for the project and why it is being undertaken. Speak to the business value of the work being performed. Put enough information here so that the rest of the sections in the Project Charter make sense. (Remove this comment section from final document.)*

## **Project Objectives**

*Objectives are statements that describe what this project will achieve and deliver. Objectives may be written using a technique called "SMART": Specific, Measurable, Achievable, Realistic, and Timebound. To be specific and concrete, objectives should be deliverable based. The completion of an objective should be evident through the creation of one or more deliverables. If the statement is at a high level and does not imply the creation of a deliverable, it may be a goal instead. If the statement is too low level and describes features and functions, then it may be a requirement statement instead. (Remove this comment section from final document.)*

This project will meet the following objectives:

- Objective 1
- Objective 2
- Objective 3

# **Project Scope**

*There are two components of scope – boundaries and deliverables. This section is where you clearly define the logical boundaries of your project. Scope statements are used to define what is within the boundaries of the project and what is outside those boundaries. Examples of areas that could be examined are data, processes, applications, or business areas. The following types of information can be helpful:*

- The types of deliverables that are in scope and out of scope (business requirements, current state assessment)*
- The major life-cycle processes that are in scope and out of scope (analysis, design, testing)*
- The types of data that are in scope and out of scope (financial, sales, employee)*
- The data sources (or databases) that are in scope and out of scope (billing, general ledger, payroll)*
- The organizations that are in scope and out of scope (human resources, manufacturing, vendors)*
- The major functionality that is in scope and out of scope (decision support, data entry, management reporting)*

*(Remove this comment section from final document.)*

The scope of this project includes and excludes the following items:

## **In Scope:**

- 
- 
- 
- 

## **Out of Scope:**

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- 
- 
- 

## **Deliverables Produced:**

*All projects have deliverables. In this section, describe the deliverables of the project. Provide enough explanation and detail that the reader will be able to understand what is being produced. (Remove this comment section from final document.)*

- Deliverable 1: Deliverable description
- Deliverable 2: Deliverable description
- Deliverable 3: Deliverable description

## Organizations Affected or Impacted:

*Specify areas or groups affected by, or that may participate in, the project. This is meant to be comprehensive but high level. Individual names should not appear, but the organizations they represent are included here. (Remove this comment section from final document.)*

The impact of this project on other organizations needs to be determined to ensure that the right people and functional areas are involved and communication is directed appropriately.

<b>Organization</b>	<b>How Are They Affected, or How Are They Participating?</b>

## **Project Estimated Effort/Cost/Duration**

*The estimated effort hours and project costs may be depicted in many ways, including by team members, by deliverable, by milestone, or by category (internal labor, external labor, travel, training, supplies, etc.). Also include a chart showing the project start date, major milestones, and end date. The deliverables included in this milestone chart should all be described in the scope deliverable section. (Remove this comment section from final document.)*

### **Estimated Cost:**

### **Estimated Effort Hours:**

### **Estimated Duration:**

<b>Milestone</b>	<b>Date Completed</b>	<b>Deliverable(s) Completed</b>
Project Planning	mm/dd/yy	<ul style="list-style-type: none"><li>• Project Charter</li><li>• Schedule</li></ul>
Milestone 1	mm/dd/yy	<ul style="list-style-type: none"><li>• Deliverable 1</li><li>• Deliverable 2</li></ul>
Milestone 2	mm/dd/yy	<ul style="list-style-type: none"><li>• Deliverable 3</li></ul>
Milestone 3	mm/dd/yy	<ul style="list-style-type: none"><li>• Deliverable 4</li></ul>
Milestone 4	mm/dd/yy	<ul style="list-style-type: none"><li>• Deliverable 5</li></ul>
Project Conclusion	mm/dd/yy	

## **Project Assumptions**

*Project assumptions are statements that are believed to be true for planning purposes. They describe circumstances and events that need to occur for the project to be successful, but are outside the total control of the project team. They are listed as assumptions if there is a HIGH probability that they will in fact happen. The assumptions provide a historical perspective when evaluating project performance and determining justification for project-related decisions and direction. (Remove this comment section from final document.)*

Certain assumptions and premises need to be made to identify and estimate the required tasks and timing for the project. Based on the current knowledge today, the project assumptions are listed below. If an assumption is invalidated at a later date, then the activities and estimates in the project plan should be adjusted accordingly.

- Assumption 1
- Assumption 2
- Assumption 3, etc.

## **Project Risks**

*Project risks are circumstances or events that exist outside of the control of the project team that will have an adverse impact on the project if they occur. (In other words, whereas an issue is a current problem that must be dealt with, a risk is a potential future problem that has not yet occurred.) All projects contain some risks. Risks may not be able to be eliminated entirely, but can be anticipated and managed, thereby reducing the probability that they will occur.*

*Risks that have a high probability of occurring and have a high negative impact should be listed below. Also consider those risks that have a medium probability of occurring. For each risk listed, identify activities to perform to eliminate or mitigate the risk. This information can be explored more fully in a separate Risk Plan. (Remove this comment section from final document.)*

Project risks are characteristics, circumstances, or features of the project environment that may have an adverse effect on the project or the quality of its deliverables. Known risks identified with this project have been included below. A plan will be put into place to minimize or eliminate the impact of each risk to the project.

<b>Risk Area</b>	<b>Level (H/M/L)</b>	<b>Risk Plan</b>
1. Project risk 1		Risk plan activity 1 Risk plan activity 2, etc.
2. Project risk 2		
3. Project risk 3		

## **Project Constraints**

*Constraints are events or limitations that are outside the control of the project team and need to be managed around. They are not necessarily problems. They are not risks since they are 100% likely to occur. They are facts. Date constraints, for instance, imply that certain events (perhaps the end of the project) must occur by certain dates. (Remove this comment section from final document.)*

The project manager should be aware of constraints because they refer to limitations that the project must execute within.

- Constraint 1
- Constraint 2
- Constraint 3, etc.

## **Project Dependencies**

*List any other projects that are in progress of pending that have a dependency with your project. These dependencies are deliverables-based. That is, a project will pass a deliverable to you or you will pass a deliverable to the other project. (Remove this comment section from final document.)*

<b>Project</b>	<b>Date Due</b>	<b>Deliverable Dependency</b>

## **Project Approach**

*The project approach describes in words the thinking that goes into the creation of the project schedule. There are two benefits to creating an approach section. First, this information will help the client and stakeholders understand how the project will progress without having to interpret the actual schedule.*

*The other benefit of the project approach is that it allows the project manager and project team to lay out a high-level vision for project execution and use this vision to help create the lower-level schedule.*

*There are a number of ways the section can be prepared. Usually, you start off with general content about how the organization and environment will impact the project. Then you walk chronologically through the project, starting at the beginning and going to the end. Of course, you don't describe the detail at an activity level. You want to stay at the milestone, stage or phase level.*

## **Project Organization**

*It is important to understand who the major players are on the project. An organization chart works well. Otherwise list the major project roles and the actual people involved. (Remove this comment section from final document.)*

An appropriate project organization structure is essential to achieve success. The following list depicts the proposed organization:

**Project Executive Sponsor:**

**Project Sponsor:**

**Project Director (Manager of the Project Manager):**

**Steering Committee Members:**

**Project Manager:**

**Client Project Manager:**

**Project Advisors:**

**Project Team Members:**

### **Organization Chart:**

*Add a project organization chart, if available. (Remove this comment section from final document.)*

## **Project Approvals**

*Add any signatures that are important for the approval of the project. (Remove this comment section from final document.)*

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Project Executive Sponsor — xxxxx

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Date

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Project Sponsor — xxxx xxxx

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Date

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Project Director — xxxx xxxx

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Date

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Client Project Manager— xxxx xxxx

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Date

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Project Manager — xxxx xxxx

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Date