

PROJECT CHARTER

Project Name:	
Executive Sponsor:	
Project Sponsor:	
Project Manager:	
Date:	

Project Background

Current situation, need, relevant history, supporting documents/references

1. Project Goals, Objectives and Timelines

Goals

High level, brief, what will be achieved when project is finished

Objectives

Major objs, action oriented, consider outcomes, describe what changes will have been achieved, tactical action steps to reach goal

Timelines

Major timelines - start & end dates

Project Initiation:

Project Closure:

Project Duration:

2. Project Outcomes and Metrics

Key components to measure project success, qualitative/quantitative targets and measurable benefits to organization/program/site/staff/pts/etc

Strategic plan/priority linkage

Outcomes	Metrics
Narrative of wanted achievements	How will you measure the achievement

3. Project Scope

High-level, what's included, what's expected but excluded, locations (sites/units), project boundaries, process or procedure changes, equipment acquisition/installation, major activities

In-Scope	Out-of-Scope

4. Project Budget Statement

Staffing, travel, transitional costs, equipment, production, training; include budget when PM is assigned funds to manage

Cost Description	One Time	Recurring

5. Project Constraints and Assumptions

Project Constraints

Limitations - can include budget, legal compliance, fixed schedule, physical capacity, resource requirements, collective agreements, etc.

Project Assumptions

Known/unknown factors affecting planning, executing, & controlling of project processes; assumptions to document areas of uncertainty but believed to be true. Incorrect assumptions impact scope, budget, quality, or schedule.

6. Project Leadership and Resources

Project Sponsors and Team

Role	Name	Title	Contact and Location
Executive Sponsor			
Project Sponsor			
Project Manager			
Team Member			
Team Member			
Team Member			

Project organizational structure

WRHA Charter Acceptance:

The Project Charter provides the basis for a common understanding. The charter is subject to revision as the conditions that are described change. Approval of the Project Charter formally recognizes the existence of the project and commits all participants to achieving its objectives. In the event that a change is required to the project, the decision making process as outlined in the charter will be followed and any change requests will be appended.

Name	Role	Signature	Date
	Executive Sponsor		
	Project Sponsor		
	Project Manager		
Alanna Hinrichsen	PMO Regional Director		

cc: Project Management Office
 Other Stakeholders to be identified