
Training Instrument 12-4**Project Charter Worksheet**

Project Mission

Write Project Mission Statement here.

Project Scope

Write a brief statement of project scope.

Project Objectives

List at least three SMART objectives.

Project Assumptions

List at least three project assumptions.

Project Constraints

List any constraints here.

Project Phases

Indicate the phases of the proposed project.

Milestones

List major milestones for project identified so far. (Include at least five throughout the life of the project.)

Project Risks

Attach Risk Identification Worksheets and Risk Priority Worksheet.

continued on next page

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Project Charter Worksheet

Communication Plan

Attach copy of Communication Plan.

Stakeholders

Attach Inventory of Potential Stakeholders sheet.

Signature Page Granting Authority to Proceed

Obtain signatures of project sponsor and project manager.

Project Sponsor Signature: _____

Project Manager Signature: _____