***Project Charter***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Instructions: A project charter announces that a new project has begun. The purpose of the charter is to demonstrate management support for the project and the project manager. The charter clearly establishes the project manager’s right to make decisions and lead the project.

*Sponsor: Date:*

*Title of Project:*

*Project Manager:*

*Charter:*

***Statement of Work***

*~~---------------------------------------------------------------------------------------------------------------------~~*

Instructions: This document identifies the goals, constraints, and success criteria for the project.

Initially drafted by the project manager, the Statement of Work is subject to negotiation and modification by the stakeholders until they formally agree to its content.

*Title of Project:*

*Date Prepared: Date Adopted:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Stakeholder Names***

*Sponsor:*

*Project Manager:*

*Management:*

*(Executive*

*Committee)*

*Project Team:*

*Users and*

*Customers:*

*Other*

*Stakeholders:*

*Objectives and Constraints*

*Purpose:*

*Scope:*

*Deliverables:*

*Cost*

*Estimate:*

*Schedule*

*Estimate:*

***Communications Plan***

*~~---------------------------------------------------------------------------------------------------------------------~~*

Instructions: Briefly describe the communications procedures – including meetings- that are to be followed by the stakeholders for this project. This document should accompany the Statement of work.

*Title of Project:*

*Sponsor:*

*Project Manager:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Management:*

*(Executive*

*Committee)*

*Project Team:*

*Users and*

*Customers:*

*Other*

*Stakeholders:*