



Project Charter Components

A project charter formally authorizes the start of a project and outlines key components required for success. Typical sections include:

Background

- Business context, strategic alignment, and drivers prompting the project.

Scope Statement

- High-level description of project objectives, key deliverables, boundaries and exclusions.

Timeline Estimates

- Target start and end dates, along with rough phase timelines.

Budget Estimates

- Ballpark budget required including labor, materials, travel, and any acquisitions.

Stakeholders

- Key internal and external stakeholders involved in or impacted by the project.

Project Approval

- Sign-offs by sponsor and other stakeholders approving project initiation.

Assigned Resources

- Project manager name along with core team members identified.

Success Criteria

- Measures that define satisfactory completion of the project.

Risks & Constraints

- Initial assessment of high-level risks and constraints that may impact the project.

The charter provides a preliminary guide for the project while allowing flexibility for details to emerge later. It formally authorizes work to commence and resources to be deployed. The high-level nature enables quick approval so the team can begin elaborating the specifics in the full project plan. A compelling charter rallies stakeholders around common objectives and sets the stage for effective execution.