

Project charter

PROJECT

PROJECT MANAGER

SPONSOR

DATE

1 Why this project exists

current state, target state

THE PROBLEM AND THE BUSINESS CASE

2 Objectives and success criteria

measurable, or it is a wish

OBJECTIVE

HOW WE WILL KNOW IT WORKED

3 Scope

the out column prevents the arguments

IN SCOPE

EXPLICITLY OUT OF SCOPE

4 Milestones

four to six, with dates

MILESTONE

TARGET DATE

OWNER

5 Sign-off

a charter nobody signed is a suggestion

APPROVER AND ROLE

SIGNATURE

DATE

The charter authorizes; the plan details.

Out of scope is load-bearing.

Success criteria beat objectives.

Signed means arguable, calmly.

Write it before the kickoff, present it at the kickoff. One page is the point.