**Project Team Charter Template**

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| |  |  |  |  | | --- | --- | --- | --- | | **Team Name** |  | **Date** |  | | **Team Sponsor** |  | **Team Leader** |  | |  | | | | | **Primary Team Members** | | **Roles and Responsibilities** | | |  | |  | | |  | |  | | |  | |  | | |  | |  | | | **Background and Opportunity Statement:** *Why is the project being undertaken? What are the business needs?* | | | | | **Aim Statement:** *Mission of the team.* | | | | | **Scope:** *List what the project will and will not address (e.g., internal administrative policies and procedures).* | | | | | **Objectives:** *What are the measurable outcomes of the project? (e.g., increase compliance with administrative policies and procedures by xxxx).*   * [specific and measurable goal 1] * [specific and measurable goal 2] * [specific and measurable goal 3] | | | | | **Measures:** *Success criteria* | | | | | **Considerations:**   |  |  | | --- | --- | | *Assumptions* | *Describe here conditions that you are relying on in order to achieve project goals.* | | *Constraints* | *Describe here potential factors that will impact or affect implementation of the project.* | | *Risks* | *What are the most significant risks?* | | | | | | **Key Milestones:** *Propose start and end dates for Project Phases (e.g., Launch, Planning, Construction, Implementation) and other major milestones.* | | | | | **Resources:** *What does the team have at hand?* | | | | | **Deliverables:** *Describe the high-level deliverables of the team.* | | | | | **Communication Strategy:** *How will the team communicate amongst members (e.g., email), when and how often, who is responsible etc.* | | | | | **Key Stakeholders:** | | | | | **Approvals:**   |  |  |  |  | | --- | --- | --- | --- | | *Name* | *Title* | *Signature* | *Date* | |  |  |  |  | |  |  |  |  | | | | | |

Sources:

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2. NYU. “Project Charter Form Template.” Available at <https://www.nyu.edu/content/dam/nyu/hr/documents/Project_Charter_Template.doc>. Accessed 8-5-2020.
3. PHIP. “QI Videos & Tools- Project Charter.” Available at <https://improvepartners.org/toolbox/toolbox-details/qi-videos-tools/>. Accessed 8-5-2020.