



# Project Charter Worksheet

<PROJECT TITLE> PROJECT CHARTER				
<b>Project Purpose</b>				
<b>Objectives</b>				
<b>Outcomes</b>				
<b>Project Dates</b>	Expected Start	Actual Start	Expected End	Project Budget
<b>Stakeholders</b>	Internal		Partners	
<b>Scope</b>	Goals		Major Activities, Action Steps, or Deliverables	
<b>Milestones</b>	Milestones		Deadlines	Expected
<b>Dependence, Assumptions and Risks</b>	Dependencies		Assumptions	
<b>Dependence, Assumptions and Risks</b>	Time:		1.	
<b>Dependence, Assumptions and Risks</b>	Resources:		2.	
<b>Dependence, Assumptions and Risks</b>	Hardware/Software:		3.	
<b>Dependence, Assumptions and Risks</b>	Equipment:		Risks	
<b>Dependence, Assumptions and Risks</b>	Communication:		1.	
<b>Dependence, Assumptions and Risks</b>	Legal:		2.	
<b>Dependence, Assumptions and Risks</b>	Other:		3.	
<b>Signatures</b>	Project Sponsor		Project Manager	
<b>Signatures</b>	Name:		Name:	
<b>Signatures</b>	Signature:	Date:	Signature:	Date: