

Taken from *Becoming a Sustainable Organization: A Project and Portfolio Management Approach*, by Kristina Kohl, MBA, PMP. © 2016 CRC Press.

Table 5.1 Sustainability Project Charter

Title	Use the title to convey meaning.
Executive Summary	High-level description of the project; include scope & strategic benefits.
Sponsor(s)	Identify person(s) & functional area(s).
Project Goal & Desired Outcome	Consider: Long-term impacts Internal & external impacts Environmental & social impacts Behavior change Policy & process change
Project Manager	Identify person & level of authority.
Benefits	Outline the goals of the project and alignment with business & sustainable strategy.
Stakeholders	Identify internal & external stakeholders. Outline material issues. Outline expectations & engagement strategy.
Milestones & Key Deliverables	Create a timeline. Identify key deliverables & milestone schedule.
Budget	Identify source of budget & high-level detail.
Resources	Identify people, technology, & other resources required.
Project Risks	Describe threats and opportunities, including environmental & social impacts.
Success Criteria	State clearly how success will be defined. Identify tools/sensors for monitoring. Select clear metrics for success. Define reporting protocols.
Assumptions & Constraints	Clarify assumptions & identify constraints.
Location	Country of operation, work rules, culture, regulatory & legal requirements.
Organizational Templates & Standards	Use PMO resources. Follow proposal templates.