



[Company]

[Company Address]

Tel:

[Company Phone]

Fax:

[Company Fax]

[Company E-mail]

May 31, 2015

[Ref. number]

Marc Arnecke, PMP

## [Project Name]

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*[Sub-Project, Phase, etc.]*

### Project Charter

The Project Charter is issued by the project initiator or sponsor and formally authorizes the existence of the project and provides the project manager with the authority to apply organizational resources to project activities.



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## PROJECT DESCRIPTION

Write a high level summary what the project is and why it is undertaken.



## PROJECT JUSTIFICATION

Explain the purpose of the project and its objectives.

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### Business Case

The business need can be market demand, organizational need, customer request, technological advance, legal requirement, ecological impacts, social need, etc.

Effect of the Project like cost savings, process improvement, new product development, etc.

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### Business Objectives

How does the project support the strategic plans of the company...?



## REQUIREMENTS

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### Requirements

Develop a list of project requirements which can be used as a guideline.

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### Constraints

Describe the border lines/limitations such as time, cost, resources, quality, etc. which must not be crossed in order to achieve project success.

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### Acceptance Criteria

Acceptance criteria must be measurable and specific in order to determine if the project is on the path to success. Unrealistic or vague objectives make it very difficult to measure progress and success.

Each acceptance criteria must be associated with a person being authorized to approve.

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### Assumptions

Provide a list of assumptions (if any). Assumptions are considered being true without any poof.



## INITIAL RISK

List the risks with the highest impact (more details will be explained in the designated Risk-Management Plan).



## **MILESTONE SCHEDULE**

The milestone schedule is a list of estimated dates and will be developed further. It includes only high level dates such as project start date, design completion, phase completions, ..., project completion.



## BUDGET SUMMARY

The budget summary includes the planned/estimated cost for the preliminary scope and will be developed further when the project progresses.





## **PROJECT MANAGER**

Who will be the project manager, what are the responsibilities and what is his level of authority regarding personnel, expenditure, changes, etc.?



## CONFLICT RESOLUTION

Explain what to do in case of conflict beyond the authorities of the project manager.



## PROJECT SPONSOR APPROVAL

Prepared by:	Reviewed by:	Approved by:
Place, dd/mm/yyyy	Place, dd/mm/yyyy	Place, dd/mm/yyyy
Marc Arnecke, PMP Designation	Name Project Manager	Name Project Sponsor