

## Project Charter Template

### PROJECT DETAILS

Business Name	
Client Primary Contact	
Client Liaison	

### BUSINESS CASE & BENEFITS

Current System Definition	
Deficiencies of Current Systems	
Potential Solutions	
Business Value	
Dependencies / Inputs	
Deliverables / Outputs	
Completion Criteria	
Definition of Assumptions & Constraints	
Out of Scope Activities	
Risks	

### MASTER REQUIREMENTS

Definition Of Problems To Be Solved	
Customer Requirements	
Project Objective Statement	
Technical Goals	
Project Success Criteria	

### DELIVERY STRATEGY

Components & Project Phases	
Priorities, Constraints & Iterations	
Documentation & Training	
Fall-back & Cutover	

### TECHNICAL REQUIREMENTS

Technical Goals	
Hardware Requirements	
Software Requirements	
Operations Support Plans	
Documentation & Training	