

<Initiative Name> Charter

Strategic Intent		
Describe intended impact on business & relate to strategic objectives. State problem/opportunity addressed. Why pursue this initiative?		
Business Proposal		
Describe proposed project(s), What is to be done?		
Deliverables		
What	When	
• Deliverable	• Deliverable	
Success Metrics		
Metrics	Today	To Be
Measure 1	TBD	TBD
Measure 2	TBD	TBD
Measure 3	TBD	TBD

Leadership	
Sponsor	Name (Dept/Role)
Project Owner	Name (Dept/Role)
Project Manager	Name (Dept/Role)
Core Team:	
List of Names (Dept/Role)	
Key Stakeholders:	
List by name or dept/role	
Key Assumptions	Key Dependencies
<ul style="list-style-type: none"> List Key Assumptions – organizational, technical, other factors that must be true for initiative to succeed 	<ul style="list-style-type: none"> List pre-conditions or dependent projects
In Scope	Out of Scope
<ul style="list-style-type: none"> Areas In Scope 	<ul style="list-style-type: none"> Areas Out of Scope
Benefits	Costs
<ul style="list-style-type: none"> Benefit 	<ul style="list-style-type: none"> Cost

