Project Charter and Plan

Project Name

Date

Delete the blue text when finished.

Complete this Charter/Plan at the very beginning of the project, however you may come back and update if there is information you do not have (e.g., the scope or timeline).

|  |  |
| --- | --- |
| **What problem are you trying to solve?** | …Briefly describe the business needs of the project by answering this question. |
| **What is this project?** | …What will the project do and what is the scope? |
| **What does project success look like?** | …What objectives or goals does this project have? This should show how you solved your business problem. |
| **Who will this project impact?** | …What groups or people will this project affect? |
| **What changes will this project create for the impacted groups?** | …Use this information to direct your communication efforts. |
| **What is the timeline and cost for this project?** | …Use this information to set expectations and measure against. |