# Project Charter/Definition Document (Simplified) Template

## About the Project

|  |  |  |  |
| --- | --- | --- | --- |
| Project name |  | Date |  |

## Objectives

|  |  |
| --- | --- |
| Business objectives |  |
|  | Primary |  |
|  | Secondary |  |
| Project Objectives |  |

## Scope

|  |  |
| --- | --- |
| Scope notes |  |
| Scope diagram |  |

## Risks and Constraints

### Quick Risk Assessment

|  |  |  |  |
| --- | --- | --- | --- |
|  | Size (1-10) |  | How large is this project? 10 = largest |
|  | Structure (1-10) |  | How much do we know re requirements? 10 = no reqs |
|  | Technology (1-10) |  | How new, complex is the technology to be used? 10 = newest |
|  | Average  |  | [If > 5, mitigate the risk.] |

### Constraints

|  |  |  |  |
| --- | --- | --- | --- |
| **Constraint** | **Can’t move** | **Moves a little** | **Negotiate** |
| Time |  |  |  |
| Cost |  |  |  |
| Quality/scope |  |  |  |

### Risks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk factor** | **Likelihood (L, M, H)** | **Impact (L, M, H)** | **Prevent by** | **React by** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Communications Strategy (Status Reporting, Messaging)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholder** | **Goal** | **Frequency** | **Medium** | **Comment** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Governance Strategy (Change Requests, Approvals)

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of change (requirements, budget, scope, etc.** | **Final decision maker(s)** | **Consulted** | **Comment** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Adapted from project charter of Russell Martin & Associates*