**Project Charter Template**

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| **<Project Name>** | <Description> |
| **Objectives** |  |
| **Size** | <Small, Medium, Large> |
| **Criticality** | <Low, Medium, High> |
| **Risk of Doing** |  |
| **Risk of Not Doing** |  |
| **Interdependencies** |  |

Last updated <mm/dd/yyyy>

Prepared by <Preparer name, usually PM, sponsor or both>

Approved by <Chief Officer name and title> on <mm/dd/yyyy>

<Add additional approvals as needed>

Approved by Executive Committee on <mm/dd/yyyy>

**A Sample Charter Using the Template**

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| **Office Consolidation Project** | The company currently has a branch office within a few miles of its main office. Due to a recent vacancy in building of the main office, the company has the opportunity to move the branch office into the same building as the main office.The branch office furniture, electrical wiring, and network wiring are old and were due for replacement shortly. By combining the two offices, the company will have the chance to update the infrastructure. The building owner is offering incentives that will help cover the costs of these needed upgrades.Commercial office rental rates are low now, and this effort will provide a chance to renegotiate and lock in lower rates for both the new space and the main office space. |
| **Objectives** | * Bring branch office into the same buildingas the main office
* Reduce the monthly rent costs for the totaloffice space
* Upgrade the furniture and wiring of thebranch office, using building creditsprovided by the building owner
* Improve communication and cooperationbetween the two offices by combining theoffice space
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| **Size** | MediumThe project will not affect the main officeemployees only slightly as construction proceeds.Branch office staff will be impacted through themove.Based on rough per-square-foot estimates, theoverall cost will be between $??MM and $??MM.These will be offset by landlord credits expectedto total $??MM. |
| **Criticality** | MediumOffice space has been slow to change hands nearthe main office. The vacancy plus the lowerrental costs is an unusual opportunity. Becausethe branch office infrastructure is old, the projectis also an excellent opportunity to make changesthat would be needed in two to five yearsanyway. We believe that the project will result inlong-term savings for the company.The criticality is not “high” because the companycould successfully operate in its current officespace. |
| **Risk of Doing** | * The move may disrupt the branch officeoperations (good planning will mitigate)
* Costs may be greater than expected,reducing the financial benefits of thereduced rent (good financial controls willmitigate)
* Communication benefits might not berealized (strong management action couldmitigate)
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| **Risk of Not Doing** | * Rents may rise, forcing the company topay more expensive rates than offeredtoday
* Infrastructure upgrades in the branchoffice may be needed sooner thanexpected, and may disrupt the branch asmuch or more than the officeconsolidation
* Communication between branch officeand main office may remain poor or getworse, due to physical separation of staff
 |
| **Interdependencies** | The move will need to be coordinated with theBranch Office Business Process Redesign effort.Schedules must be coordinated to take intoaccount the fact that branch staff will beunavailable during key time, such as the week ofthe move. |