

Project Charter

The purpose of a charter is to give you a understanding of what the project is and to give you authorization to do the project.

- ❑ What is the project about?

- ❑ What is the goal of the project?

- ❑ What is in the scope of the project (e.g., what are we doing?)

- ❑ Major milestones (big points of progress)

- ❑ Why you are doing the project?

- ❑ Benefits of doing the project?

- ❑ Sponsor Approval for the Project