projekt.pm

Project Charter

Binding mandate to carry out the project

PROJECT NAME	**PROJECT NUMBER** *YYYY-NNN*
PROJECT START *DD.MM.YYYY*	**PROJECT END** *DD.MM.YYYY*
PROJECT OBJECTIVES • *Objective* • *Objective* • …	**NON-OBJECTIVES** • *Non-objective* • …
MAIN TASKS / PROJECT PHASES • *Project management and administration* • *Detailed planning* • *Sourcing and developing content* • *Development* • *Installation and testing* • …	
PROJECT COSTS • *Funding* • *Equipment* • *Means of production* • *Information* • … *Total costs (see financial plan): €*	**PROJECT REVENUE** • …
PROJECT SPONSOR *Name*	**PROJECT MANAGER** *Name*
PROJECT TEAM *Names of team members*	
LINKS TO OTHER PROJECTS	
RELEVANT STAKEHOLDERS *Who or what influences the project? (see environment analysis)*	
ATTACHMENTS *Requirements specification, functional specification, financial plan, resource plan, schedule …*	

Date, signature
Project manager

Date, signature
Project sponsor

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