



Project Charter

Project Name	
Project Manager	
Date of Issue	/ / 20

PMO Review	
Date	/ / 20
Notes	





Project Charter Requirements	
Project Overview	Determines the project's justification, project overview, clarifying the objectives and linking them to the university's strategic plan
Project Scope	All activities needed to complete the project
Project Sponsor	Determine the organization / person sponsoring the project
Stakeholders	Provides a list of the people with the strongest interest in or influence over project work or result
Resources	Determine the financial/ human resources requirements
Budget	Estimated Budget
Technical Requirements (If Any)	List of all technical requirements such as: Devices, equipment, systems and programs

This document authorize the project manager to manage the entire project, and use all available resources to achieve project objectives



Project Milestones

(The main accomplishments in the project)

	Milestone	Start Date	Finish Date
1		/ / 20	/ / 20
2		/ / 20	/ / 20
3		/ / 20	/ / 20

Project Manager Approval

Name: Signature: Date: / / 20

Department Director Approval

Name: Signature: Date: / / 20

EPMO