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| **Problem/Opportunity** |
| *<The Problem is an issue which needs to be resolved. State in specific terms the problem or issue this project will resolve. The Problem can be viewed as an opportunity for new growth or improvement.>* |
| **Objectives** | **Scope** |
| *<Define the specific Objectives of the project>* | *<The Project Scope defines all of the products and services provided by a project, and identifies the limits of the project. In other words, the Project Scope establishes the boundaries of a project. The Project Scope addresses the who, what, where, when, and why of a project. Also list any Out of Scope items that might have surfaced.>*In Scope: Out of Scope: (if applicable) |
| **Expected Benefits/Justification** | **Success Measures** |
| *<Provide justification for doing the project, what value will be added and benefits that are expected.>* | *<Provide a summary of the Measures of Success. List the Objectives and briefly describe how each outcome is measured.>* |
| **Timeline** | **Roles and Responsibilities (Name/Title/Organization)** |
| **Phase** | **Deliverable** | **Start** | **Stop** | **Project Sponsor** |  |
|  |  |  |  | **Project Owner** |  |
|  |  |  |  | **Project Manager** |  |
|  |  |  |  | **Core Project Team** |  |
|  |  |  |  | **Key Resources** |  |
|  |  |  |  | **Additional Stakeholders** |  |
| **Assumptions** | **Risks** |
| *<Assumptions are statements taken for granted or accepted as true without proof. List and describe the assumptions made in the decision to charter this project.>* | *<A risk is a possible event that may affect your project either positively or negatively.>* |