**ADVANCED PROJECT CHARTER FORM**

GENERAL PROJECT INFORMATION

|  |  |  |
| --- | --- | --- |
| PROJECT NAME | PROJECT MANAGER | PROJECT SPONSOR |
|  |  |  |
| EMAIL | PHONE | ORGANIZATIONAL UNIT(S) |
|  |  |  |
| EXPECTED SAVINGS | ESTIMATED COSTS |  | EXPECTED START DATE | EXPECTED COMPLETION DATE |
|  |  |  |  |  |

PROJECT OVERVIEW

|  |  |
| --- | --- |
| PROBLEM OR ISSUE  |  |
| PURPOSE OF PROJECT |  |
| BUSINESS CASE |  |
| GOALS / METRICS |  |
| EXPECTED DELIVERABLES |  |

PROJECT SCOPE

|  |  |
| --- | --- |
| WITHIN SCOPE |  |
| OUTSIDE OF SCOPE |  |

TENTATIVE SCHEDULE

|  |  |  |
| --- | --- | --- |
| **KEY MILESTONE** | **START** | **FINISH** |
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RESOURCES

|  |  |  |
| --- | --- | --- |
| PROJECT TEAM |  |  |
| SUPPORT RESOURCES |  |
| SPECIAL NEEDS |  |

COSTS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COST TYPE** | **VENDOR / LABOR NAMES** | **RATE** | **QTY** | **AMOUNT** |
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|  |  |  |  |  |
|  |   |   | TOTAL COSTS |  |

BENEFITS AND CUSTOMERS

|  |  |
| --- | --- |
| PROCESS OWNER |  |
| KEY STAKEHOLDERS |  |
| FINAL CUSTOMER |  |
| EXPECTED BENEFITS |  |
|   |   |   |   |   |   |
| **TYPE OF BENEFIT** | **BASIS OF ESTIMATE** | **ESTIMATED BENEFIT AMOUNT** |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|   |   |   | TOTAL BENEFIT |  |

RISKS, CONSTRAINTS, AND ASSUMPTIONS

|  |  |
| --- | --- |
| RISKS |  |
| CONSTRAINTS |  |
| ASSUMPTIONS |  |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| PREPARED BY | TITLE | DATE |
|  |  |  |

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