



IT Project Management

Project Charter

Version History		
Version	Date (MM/DD/YYYY)	Comments

Section 1 – General Information	
Primary Department / Business Unit	
Other Department(s) / Business Unit(s)	
Target Completion Date	



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Section 2 – Stakeholders

List as to be determined (TBD) until known.

Role	Name	Department	Phone Number	Email Address
Project Sponsor				
Project Manager				
Business Process Owner				
Technical Lead				
Subject Matter Expert(s)				
Customer(s)				
Stakeholder(s)				



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Section 3 – Project / Service Description

Project Description and Product Characteristics

Project Purpose / Justification

Project Objectives and Related Success Criteria

What this Project will Include

What this Project will Not Include

