

## Project Charter / Business Case

<b>Project Name</b>				
<b>Authorisations</b>	<b>Name</b>	<b>Function</b>	<b>Date</b>	<b>Signature</b>
Author		Project Manager		
Approved		Project Sponsor		
<b>Project Context &amp; Background</b>				
<b>Expected Business Benefits</b>				
<b>Proposed Start Date</b>		<b>Proposed End Date</b>		
<b>Project Objectives</b>				
<b>Key Outputs /Deliverables</b>				
<b>Project Scope</b>				
	<b>includes</b>			
	<b>excludes</b>			
<b>Success Criteria</b>				
<b>Methodology / Approach</b>				
<b>Project Resources</b>				
<b>Project Steering Group</b>				
<b>Sponsor</b>				
<b>Project Manager</b>				
<b>Project Team Members</b>				
<b>Other</b>				
<b>High Level Estimate of Project Costs</b>				
<b>Man/days</b>				
<b>Cost</b>				
<b>Issues &amp; Risks</b>				
<b>Assumptions</b>				
<b>Constraints &amp; Dependencies</b>				
<b>Reporting</b>	<b>Frequency</b>	<b>Who</b>		
<b>Meetings</b>				
Steering Committee meeting		Steering Co. + PM		
Project Team meeting		Project Team + PM		
<b>Reports</b>				
Progress Reports		Sponsor. Steering Committee		
Closure Report		Sponsor. Steering Committee		