Project Charter Template

Project Name:	
Objective:	
Success Criteria:	
Key Deliverables:	

Milestones:	Milestones	Deadline
	1.	
	2.	
	3.	

Requirements:	• •

Resource:	Budget:

Risks:	• •

Stakeholders:	Name / Team	Roles/Responsibilities

Project Manager:	Name	Roles/Responsibilities

Approval:	Name:	Title:
	Signature:	Date:

Project Charter Example

Project Name:	Migrate servers to Amazon Web Service (AWS)
Objective:	Migrate all the on-premises servers to AWS.
Success Criteria:	• Migrate 100% of on-prem servers to AWS • Realized annual cost saving of $X • Less than 5% of clients impacted by system downtime.
Key Deliverables:	• All servers are migrated to AWS as outlined in the milestones. • Decommission all on-premises servers and date warehouse.

Milestones:	Milestones	Deadline
	1. Migrate all DEV servers to AWS	3/1/2022
	2. Migrate all QA servers to AWS	9/1/2022
	3. Migrate all PROD Servers to AWS	9/1/2023

Requirements:	• Business as usual after system migration • All servers are migrated to AWS.
Resource:	Budget: $500,000
Risks:	• Clients may experience extensive outage. • Some clients may be difficult to reach or reluctant to make firewall changes. • The team may miss the deadline.

Stakeholders:	Name / Team	Roles/Responsibilities
	External clients	Informed and make firewall changes if necessary.
	Marketing Team	Keep external client informed.
	Support Team	Assist clients with testing and issues.
	Engineer Team	Accountable for system migration

Project Manager:	Name	Roles/Responsibilities
	Kelly Smith	Project Lead. Manage overall project, stakeholder communication, and project success.
	Jason Newton	Technical PM. Manage technical issues, defects, migration, and engineering resources.

Approval:	**Name:** John Doe	**Title**: CTO
	Signature:	**Date**:
	Name: Eric Smith	**Title**: Chief Architect
	Signature:	**Date**: