

High Level Project Charter - <project name>

Project Name		Project ID	
<p>Vision Statement (What does the end result look like or trying to accomplish?) Describe How this project will contribute to the overall vision of the City of Chandler</p>			
Problem Statement (Opportunity)			
Succinctly describe, in your own words, the problem that must be solved			
Objective Statement (<u>S</u> pecific, <u>M</u> easurable, <u>A</u> ccurate, <u>R</u> ealistic and <u>T</u> ime bound.)			
Succinctly describe, the time, budget and performance objectives by which the team will be measured			
Objective		Criteria for Evaluation	
Scope			
List the Deliverables that will be produced during the project and the deliverables that will not be produced. This information should come from the Work Breakdown Structure			
In Scope		Out of Scope	
Risk Factors (Business Risks: If project does not move forward)			
List the top 5 or 10 risk factors that may affect the project, to include consequences of impact, owners of the mitigation plans			
Stakeholders			
List all individuals and/or organizations that have a stake (impacted by) in the outcome of the project; i.e. the client, other groups that may be using the final product as an input into their project			
Submittal - Sponsor			
Name	Signature	Title	Department
			Date

Approval

Name	Signature	Title	Department	Date
Sheneka Coleman		Acting PMO Manager	IT	