**Project Charter**

Project Vision (Describe the end state):

Scope:

Milestone(s):

Approximate NTE Budget/Resources Available:

**Sponsor(s)**

**Stakeholder Register**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stakeholder Name | What information do they need? | When do they need the information? | Who on the team will deliver the information to them? | How will it be distributed? |
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**WBS (Graphical Representation)**

**Work Breakdown Structure**

Project Title: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Project
   1. Preparation
   2. Delivery
   3. Post Event
      1. Lessons Learned
      2. Account Settlement
      3. Transition

**Milestone List**

Project Title: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Prepared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Milestone** | **Milestone Description** | **Date** |
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**Risk**

Project Title: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Prepared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Risk** | **Probability**  **(1-5)** | **Impact**  **(1-5)** | **P\*I** | **Strategy** |
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Scope-Time-Responsibility-Cost (STRaC©) Matrix

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| --- | --- | --- | --- |
| Work Package/Deliverable | Due Date | Responsible Individual | Cost |
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