



Strategic Project Charter Template

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Project Title

Enter Project Title Here

Project Purpose

- What is the primary reason for this project?
- How does it align with organizational strategy or key priorities?

Background & Context

Briefly summarize the current situation, challenges, or opportunities.

- What led to the creation of this project?

Objectives

Define 3–5 specific, measurable, achievable, relevant, and time-bound (SMART) objectives for the project.

- **Objective 1:** [Enter Objective 1]
- **Objective 2:** [Enter Objective 2]
- **Objective 3:** [Enter Objective 3]
- **Objective 4:** [Enter Objective 4 (Optional)]
- **Objective 5:** [Enter Objective 5 (Optional)]

Stakeholders

Identify key stakeholders and their level of influence on the project. Include a Stakeholder Impact Matrix.

[Enter Stakeholder List and Stakeholder Impact Matrix here]

Timeline & Milestones

Outline the project timeline and key milestones with target dates and owners.

Milestone	Target Date	Owner
Project Kickoff	[Date]	[Owner]
Midpoint Review	[Date]	[Owner]
Final Delivery	[Date]	[Owner]
[Milestone 4]	[Date]	[Owner]
[Milestone 5]	[Date]	[Owner]

Deliverables

List all key project deliverables.

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]
- [Deliverable 4]
- [Deliverable 5]

Risks & Mitigation

Identify potential risks, assess their likelihood and impact, and define mitigation plans.

Risk Description	Likelihood	Impact	Mitigation Plan
[Risk 1 Description]	[Low/Medium/High]	[Low/Medium/High]	[Mitigation Plan]
[Risk 2 Description]	[Low/Medium/High]	[Low/Medium/High]	[Mitigation Plan]
[Risk 3 Description]	[Low/Medium/High]	[Low/Medium/High]	[Mitigation Plan]
[Risk 4 Description]	[Low/Medium/High]	[Low/Medium/High]	[Mitigation Plan]

Measures of Success

Define the key performance indicators (KPIs), metrics, and criteria that will be used to measure the project's success. How will you know if the project has achieved its objectives?

- [KPI 1]
- [KPI 2]
- [KPI 3]

Approval & Sign-Off

Signatures indicate that the parties agree to the terms outlined in this project charter.

Name	Role	Signature	Date
[Name]	[Role]	[Signature]	[Date]
[Name]	[Role]	[Signature]	[Date]
[Name]	[Role]	[Signature]	[Date]

Summary

This Project Charter provides a framework for the project, outlining its objectives, stakeholders, timeline, deliverables, risks, and measures of success. It serves as a guiding document for all project activities.