# Real-World Project Charter/Definition Template

This is a template we used at RPC for project planning.

## Name of Project

[Insert name.]

## Problem/Goal Analysis

[Confirm any assumptions about the goal. Be sure the goal is the correct goal arrived at through a rational process. State the busines case for the project.]

## Objective

[Use/Fill the following buckets to capture core elements of the objective.]

|  |  |  |
| --- | --- | --- |
|  | Outcome(s): | [What is to be produced? What new will exist in the world as a result of this project? This may be something physical or tangible but may also be a changed state.] |
|  | Key Stakeholders: | [Whose needs must be considered?] |
|  | Approach: | [What method(s) will be used?] |
|  | Benefit: | [Why is this project and its outcome(s) important?] |
|  | Conditions | [What parameters must be met? What are the “must haves” required for this project to be successful?] |
|  | Standards | [What are the targets/how will project stakeholders know if the project has been successful? These are “nice to haves” (“must haves” fall under *conditions*.] |

## Product(s)/Output(s)

[What are the specifications for the end product?]

## Strategy

[What are the highlights of the strategy or method or plan we will use?]

## Resources Requirements

### Human

[Include known specifications, start dates, anticipated durations.]

### Material

[Include known specifications, start dates, anticipated durations.]

## Reporting Requirements

[Include roles, what gets reported, by whom to whom and when.]

## Coordination Requirements

[What other projects may be affected? How must be in the loop?]

## Program/Schedule

|  |  |  |
| --- | --- | --- |
|  | Milestone | Due Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Contingency Plans

[What are the anticipated challenges and responses?]