Astraea
PARTNERS

TEMPLATE · ASTRAEA PARTNERS

Project Charter Template

A one- or two-page charter to start a project with its goal, scope, sponsorship, milestones, budget, and governance agreed from day one.

Version of November 7, 2026

How to use this template

Fill in the charter with the sponsor before the project starts. Replace the bracketed text and keep it to two pages at most: if something doesn’t fit, it probably hasn’t been decided yet. The sponsor’s signature is what gives the project lead the authority to deliver.

1. General information

Field	Details
Project name	[Short, recognizable name]
Sponsor	[Name and title]
Project lead	[Name and title]
Planned start date	[mm/dd/yyyy]

Field	Details
Planned end date	[mm/dd/yyyy]
Charter version	[1.0, date]

2. Why we're doing this project

[Two or three sentences on the business problem or opportunity. What happens if we don't do it?]

3. Goal and success criteria

- **Goal:** [What will be achieved, in one sentence.]
- **Measurable success criteria:** [For example: "90% of users are on the new system 60 days after go-live."]

4. Scope

In scope	Out of scope
[Deliverable or activity]	[What's excluded]
[Deliverable or activity]	[What's excluded]

5. Key milestones

Milestone	Target date	Owner
[Kickoff]	[date]	[name]
[Design approved]	[date]	[name]
[Go-live]	[date]	[name]

Milestone	Target date	Owner
[Close-out and lessons learned]	[date]	[name]

6. Budget and resources

- **Approved budget:** [amount and currency]
- **Team and commitment:** [key roles and percent allocation]
- **Vendors:** [name and scope of each]

7. Assumptions, constraints, and initial risks

- **Assumptions:** [What we're taking for granted and should validate.]
- **Constraints:** [Fixed dates, budget, technology, regulation.]
- **Initial risks:** [The top three; afterwards they're managed in the RAID log.]

8. Project governance

Forum	Participants	Frequency	Decides on
Steering committee	[Sponsor, executives]	[Monthly]	Scope, budget, priorities
Project check-in	[Lead, core team]	[Weekly]	Plan, risks, blockers

Escalation threshold: [For example: variances of more than two weeks or 10% of budget go to the steering committee.]

9. Approval

Role	Name	Signature	Date
Sponsor	[name]		[date]

Role	Name	Signature	Date
Project lead	[name]		[date]

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