

**Project Charter**

**[VERSION.TITEL]**

**v[VERSION.XYZ]**

PROJECT INFORMATION

|  |  |
| --- | --- |
| **Project name** | [VERSION.TITEL] |
| **Project description** | [VERSION.OMSCHRIJVING] |
| **Project domain** | [VERSION.CATEGORY] – [VERSION.SUBCATEGORY] |
| **Initiator** | [VERSION.INITIATOR] |
| **Sponsor** | [VERSION.SPONSOR] |
| **Project coördinator** | [VERSION.COORDINATOR] |
| **Project editor** | [VERSION.EDITOR] |
| **Project pusher** | [VERSION.PUSHER] |
| **Project budget** | [VERSION.BUDGET] |

Document information.

|  |  |
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| **Date:** | **[VERSION.DATUM]** |
| **Version** | **[VERSION.XYZ]** |
| **Document Title** | **Project Charter [VERSION.TITEL]** |
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Change History

[VERSION.CHANGEHISTORY]

Distribution List

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# Business Need

*WHY are we doing this project?*

[VERSION.WAAROM]

# Project Objectives

*WHEN do we consider this project successful?*

[VERSION.OBJECTIEVEN]

# Scope

*WHAT will we deliver at the end and what NOT? (Product Scope).*

*How will we go about? (Project Scope).*

## Project include.

*WHAT will we deliver at the end of the project.*

[VERSION.PROJECTINCLUDE]

## Project exclude.

*WHAT will we NOT deliver at the end of the project.*

[VERSION.PROJECTEXCLUDE]

## AS-IS situation.

[VERSION.ASIS]

## TO-BE situation.

[VERSION.TOBE]

# Project Team & Communication

*WHO do we need (type of resources / role)?*

[VERSION.TEAMLEDEN]

*Reporting and communication Strategy.*

[VERSION.COMMUNICATIE]

# Project Timing

*When will we do it?*

[VERSION.WANNEER]

# Cost & benefits

## Project Cost

*WHAT will it cost?*

[VERSION.KOSTEN]

## Project Benefits

*WHAT will be the benefits (cost-savings)?*

[VERSION.BATEN]

## Project Alignations

*HOW is the project alignated with the Securex objectifs?*

[VERSION.ALIGNATIONS]

# Key Assumptions

*WHAT must be in place in order to do this project?*

*Features, Resources, Schedules, …*

[VERSION.PRECONDITIONS]

# Constraints

*Describe any project constraints being imposed in areas such as schedule, budget, resources, organizational, technology to be employed, products to be reused and interfaces to other products.*

[VERSION.CONSTRAINTS]

# Dependencies

*Projects / other initiatives we depend upon.*

[VERSION.DEPENDENCIES]

# Initial Risk Analysis

*What can go wrong and how will we avoid it?*

[VERSION.RISICOS]

# Project Support Activities

*How will we monitor and control the project?*

[VERSION.SUPPORT]