**Project Charter – Template**

|  |  |
| --- | --- |
| **Service, Programme Name and Programme Lead** | Name of the overall programme that the project supports / feeds in to, if relevant. |
| **Project Name** | Name of your project |
| **Project Manager** | Name of project manager |
| **Service / Operational Lead** | Name of service / operational project lead if different |
| **Project Team** | List who will be part of your project team. Consider: Who wants to be involved and can champion the change? Who else will be affected by the project and how can they be involved? What expertise / skills will the project need? What do you need from corporate teams? Comms, co-production, informatics, ICT, HR, Who will provide question and challenge to the group? |
| **Problem Statement** | A clear explanation of the problem, its context, any known causes or contributory factors and their impact. It is the driver for your change. It needs to be easily understood and not imply or state blame. |
| **Goal Statement** | A clear statement of what the project will achieve and what success will look like |
| **Project Objectives / Deliverables** | Clear statements that describe the desired results of your project. These are specific, measurable steps towards achieving your goal and should be developed using the SMART principles – Specific, Measurable, Achievable, Realistic and Time bound.Types of words to use when writing objectives at the very start of a project are *define, demonstrate, evaluate, identify, analyse, redesign, describe, review, create, determine, develop.*Types of words to use when rewriting objectives following the ‘Understanding the Problem – Deep Dive phase are - *implement, apply, create, establish, test, form, pilot, launch.* |
| **In Scope** | Defines what is considered within the remit of your project – it sets the boundaries for your project |
| **Out of Scope** | Defines what’s outside of your project’s remit / boundaries |
| **Interdependencies** | Any parts of your project that are reliant or dependent upon the completion of other projects or activities |
| **Agile or waterfall methodology** | Which methodology will you use to define your timelines |
| **Project Timelines (Waterfall)*** **Deep dive (understanding the problem)**
* **Design the solution/s**
* **Deliver and develop**

 **(PDSA)** | When each project phase will start and be completed by (gate reviews)Dates from – toDates from – toDates from – to  |
| **Project Timelines - Agile** | Date from - to |
| **Project Charter created date** | Date document created |
| **Project Charter signed off date** | Date document signed off by Programme Board |
| **Project Charter reviewed**  | Date document reviewed following deep dive phase |