

[Project Name] Project Charter

Project Manager: [Name]

Sponsor: [Name]

Date: [mm/dd/yy]

This charter serves to announce the initiation of the [project name] project. We are undertaking this project [describe project background and purpose].

[Project manager name] has been selected to lead this project.

Please provide your complete cooperation to the project and to [project manager name].

Thank you.

[This charter formally authorizes the project manager and is sent out from the sponsor or project selection board.]