



1. General Project Information	
Project Title	
Main Sponsor	
Co-sponsors/ Fundors	
Owner	
Fiscal Year(s)	
Project Charter Version, e.g. 1.0	
Date	
Project Strategy- Aim	
2. Stakeholders	
Project Manager	
Others	
3. Project Description	
Business Case	
SMART Objectives	
Start Date	
Project Milestones	
Major Known Risks – <i>External and Internal</i>	
Constraints	
Dependencies	
4. Financial Information	
Funding Source	
Estimate of First Year Cost	
2 nd Year	
3 rd Year	



5. Executing Strategy	
Organisation Managed, Vendor Hosted	
6. Acquisition/Procurement Strategy	
Firm Fixed Price Contract (FFPC)/Competitive Bid ¹ ?	
7. Printing Arrangements	
Local Authority or Tender to Printers?	
Size of Print Run	
8. Sign Off on Charter	
Project Sponsor and Project Manager	
Date	
Project Co-Sponsor	
Date	
Project Co-Sponsor	
Date	
Project Co-Sponsor	
Date	

¹ Option to consider fixed fee Plus Penalty for delay.