



# CHECKLIST

## PROJECT CHARTER

Issue Date: <mm/dd/yyyy>  
Revision Date: <mm/dd/yyyy>

## Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying template and/or project management practice.

## Activities Checklist

This section provides a checklist related to the practice of **Project Charter**. The checklist can be used to assure that the project has completed the activities related to effective **Project Charter**.

Project Charter Checklist	
	Has a project manager been identified for the project?
	Has the business need for the project and expected benefits/outcomes been considered, analyzed, and documented in the Project Charter?
	Has the business impact for the project when considered, analyzed, and documented in the Project Charter?
	Have the project's objectives been agreed upon by all parties and documented in the Project Charter?
	Have the project's major deliverables been documented in the Project Charter?
	Have the project's timeline been documented in the Project Charter?
	Does the Project Charter contain clear statements as to how project success will and will not be measured?
	Have the project's funding sources been identified and approved, and documented in the Project Charter?
	Have project assumptions and constraints been considered and documented in the Project Charter?
	Have potential project risks been identified and documented in the Project Charter?
	Have various project roles and responsibilities been identified and documented in the Project Charter?
	Does the Project Charter contain an outline of the organizations responsible for resources and decisions regarding the project?
	If the project is being performed under contract, has the contract been approved by the sponsoring organization and business owner?
	Have all appropriate, authorized individuals signed off on the completed Project Charter?
	Does the Project Charter identify key project stakeholders?