# Project charter template

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| **Project information** | | | |
| **Project name** | | | |
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| **Team** | | | |
| Name | Role | Telephone | Email |
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| **Scope** | | | |
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| **Aims** | | | |
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| **Budget and expectations** | | | |
| **Budget** | | | |
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| **Expectations** | | | |
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| **Timeline and risk log** | | | |
| **Milestones** | | | |
| Milestone | | | Date |
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| **Risk log** | | | |
| Risk | | | Mitigation |
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| **Communication** | | | |
| **Internal** | | | |
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| **Stakeholders** | | | |
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| **Governance** | | | |
| Name | Signature | Date | |
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