Project Charter Template

Company Name, Branch, Address

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| --- | --- |
| **Project Name** | New Hire Onboarding Refresh |
| **Due Date** | September 1, 2020 |
| **Project lead** | Chris Bergen |
| **Project team** | * Wayne Gretzky – Social Committee * Michael Jordan – Occupational Health and Safety Committee * Cristiano Ronaldo – Subject Matter Expert |

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| --- | --- |
| **Purpose** | xxxxx |
| **Background** | xxxxx |
| **Objectives** | * Xxxx * Xxxx * Xxxx |
| **Scope** | In Scope |
| * Xxxxx * Xxxxx * xxxxx |
| Out of Scope |
| * Xxxxx * Xxxxx |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverables** | **Complete (Y/N)** | **Due (M/D/Y)** | **Responsible (name)** | **Notes** |
| *Milestone* |  |  |  |  |
| * *Sub-task* |  |  |  |  |
| * *Sub-task* |  |  |  |  |
| * *Sub-task* |  |  |  |  |
| *Milestone* |  |  |  |  |
| * *Sub-task* |  |  |  |  |
| * *Sub-task* |  |  |  |  |
| * *Sub-task* |  |  |  |  |
| *Milestone* |  |  |  |  |
| * *Sub-task* |  |  |  |  |
| * *Sub-task* |  |  |  |  |
| * *Sub-task* |  |  |  |  |