**The Project Charter** is a required document used during the Project Management Life Cycle (PMLC). The Project Management Institute (PMI) definition of a Project Charter is "a document issued by senior management that formally authorizes the existence of a project and provides the project manager with the authority to apply organizational resources to project activities." The project charter outlines the project's intended scope, objectives/deliverables, and main stakeholders' roles/responsibilities.

**Inputs**

What should be accomplished before writing the project charter?

* Identify needs
* Identify the stakeholders involvement with key components of the project. Ascertain general agreement to proceed with the project

**Outputs**

The anticipated outcomes from the project charter include:

* The big picture of what needs to be done, but not how the project will be done. Details will be worked out in the planning phase.
* A common set of expectations for scope, time, resources, quality, budget and results.
* The key components of the project are communicated to all vested parties, including sponsors, customers, management and team members.
* Assumptions and constraints for the project are outlined.
* The charter is the agreement that establishes the authority of the project manager and the project team, and the management commitment to the project.
* The charter provides an opportunity to address differing opinions before the project begins.

**Who owns the Project Charter?**

The project charter is typically drafted by the Project Manager or by senior management, but its development is a team effort.