

EBS PROJECT CHARTER

Version History

Date	Author	Document Details	Version
18-06-2025	Titobiloluwa Olatunji (BA/PM)	Initial Draft	1.0

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1. Project Overview:

The [Project Name] project aims to [briefly describe the project's purpose and goals]. It is an initiative to [explain the reasons behind the project, the value it will bring, and its alignment with organizational objectives]. The project will deliver [mention the key deliverables or outcomes that will be produced].

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2. Project Objectives:

S/N	Objectives
1	
2	
3	

3. Project Scope:

The project scope includes [describe the boundaries and extent of the project, including what is included and what is excluded]. It will encompass [mention the key areas, processes, or functions that will be impacted by the project].

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4. Project Approach:

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5. Deliverables:

The project will deliver the following key deliverables:

S/N	Deliverables	Outcomes
1		
2		
3		
4		
5		

6. Stakeholders:

The project stakeholders include:

Stakeholders	Names
Project Manager	

7. Roles and Responsibilities:

S/N	Roles	Responsibilities
1	Project Manager	Responsible for planning, coordinating, and monitoring the project
2		
3		
4		
5		
6		

8. Constraints:

The project will operate within the following constraints:

S/N	Constraint	Impact
1		
2		
3		
4		
5		

9. Assumptions:

The project is based on the following assumptions:

S/N	Assumptions
1	

2	
3	
4	
5	

10. Risks:

The project involves the following identified risks:

S/N	Risk	Impact	Mitigation
1			
2			
3			
4			
5			

11. Approvals:

This project charter requires the following approvals:

Project Sponsor: _____
(Name, signature & Date)

Project Manager: _____
(Name, signature & Date)

Once approved, this project charter will serve as the guiding document for the [Project Name] project, providing a clear direction and alignment to all project stakeholders.

[Your Company Name]

[Date]