**Faith Community Project Charter**

**PROJECT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TODAY’S DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROJECT OBJECTIVE**

(insert text here)

**SCOPE OVERVIEW**

(insert text here)

**PURPOSE**

(insert text here)

**BACKGROUND (Optional)**

(insert text here)

# Milestone Schedule and Deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable / Milestone** | **Completion Date** | **Person who approves completion** | **Acceptance Criteria** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# RISKS

|  |  |  |
| --- | --- | --- |
| **Project Risks** | **Risk Owner** | **Contingency Plan** |
|  |  |  |
|  |  |  |
|  |  |  |

**ASSUMPTIONS AND ASSIGNMENTS:**

1.

2.

3.

4.

# STAKEHOLDERS

|  |  |
| --- | --- |
| **Stakeholders** | **Interest in the Project** |
| Primary: |  |
| Secondary: |  |

**RESOURCES REQUIRED**

* Funding ($$ and/or hours): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* People (Staff, Volunteers, Other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Operating Principles**

**LESSONS LEARNED**

**COMMITMENT**

|  |  |  |
| --- | --- | --- |
| **Sponsor** | **Ministry / Organization** | **Signature** |
|  |  |  |
| **Project Manager** | **Ministry / Organization** | **Signature** |
|  |  |  |
| **Core Team Members** | **Ministry / Organization** | **Signature** |
|  |  |  |
|  |  |  |
|  |  |  |