

Project Charter Template

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For PMO leaders, delivery managers, and agency principals

A structured project charter to define scope, objectives, stakeholders, and secure formal approval before delivery begins. Pre-filled with a realistic consulting project example.

What's included

- Project information & metadata
- Business case & ROI estimate
- SMART objectives
- Scope definition (in and out)
- Key stakeholders & roles
- Milestone schedule
- Assumptions & constraints
- Top risks at initiation
- Approval signature block

How to use it

- 1 Download the Excel file (.xlsx) from praxiox.com/templates
- 2 Replace the sample data with your project details
- 3 Complete every section — any blank field is a risk
- 4 Share with your sponsor for review before kickoff
- 5 Obtain signed approval before committing resources

Turn this charter into a live Praxiox workspace — stakeholders, scope, and risks before your first kickoff.

visit praxiox.com to turn this template into a live Praxiox project.
