

Community Leadership Development Program

Project Charter

Project Information			
Project Name:		Project Team Lead:	
Project Team Members:		Community Project Sponsor:	
Background/Purpose of Project:			
In Scope to be delivered:		Out of Scope/Will not be delivered:	
Description of Success:			
[What does success look like? How will it be measured? This should reflect the justification used in the business case]			
Key Partners – teams, departments or groups of people that have a responsibility or will be impacted by the project			
Name	Role	Department	Role on Project
Major Deliverables			
Line-Item Description		Expected Timeline	
Constraints:			
[Describe here potential factors that will impact the delivery of the project]			
Assumptions:			

[Describe here conditions or situations that you are relying on, to achieve project goals within assumed constraints]

Risks:

[Describe here the risks that have been identified at this stage in the project]

Approval

Name:	Signature:	Date:
[Project Lead]		[month/year]
[Project Sponsor]		

Due to Terry Dow – tdow@leadershipniagara.ca prior to Dec 31st 2024