

Project Charter Template

Project title:

Date:

Prepared by:

1. Project overview

- Business context:
- ML objective:
- Expected benefits:

2. Stakeholder summary

Stakeholder group	Needs and expectations	Concerns or risks	Priority level (High / Med / Low)

3. Project scope

Project primary objective	
In scope	
Out of scope	

Constraints and assumptions	
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4. Project Timeline and Milestones

Phase	Description	Estimated duration	Key milestone

5. Roles and responsibilities

Team member role	Area of responsibility	Name/function
		<i>Name/role</i>
		<i>Name/role</i>
		<i>Name/role</i>
		<i>Name/role</i>

6. Success metrics and KPIs

Metric	Target value	Notes

