

How to Draft an Effective Project Charter



1

Define Project Goals

Set clear and measurable goals to prevent scope creep and align the team. Use Bordio's online organizer to outline and share these objectives.

2

Identify Project Risks

List potential risks and assign responsibility for handling them. This ensures stakeholders are prepared for challenges.

3

Specify Project Requirements

Detail necessary resources, team roles, and success criteria. Define measurable benchmarks to track progress effectively

4

Outline the Project Timeline

Map out key milestones and deadlines. Use a project task planner to visualize the schedule and monitor progress

5

Allocate Project Resources

Clarify team roles, stakeholder involvement, and budget constraints to ensure accountability and financial control

6

Draft and Approve the Charter

The project manager compiles the document, and the sponsor approves it, confirming organizational support

7

Present to Stakeholders

Share the charter with key stakeholders for alignment and feedback, ensuring a shared understanding.

8

Customize for Project Needs

Adapt the charter to include risk mitigation, communication plans, and role definitions for a structured project approach