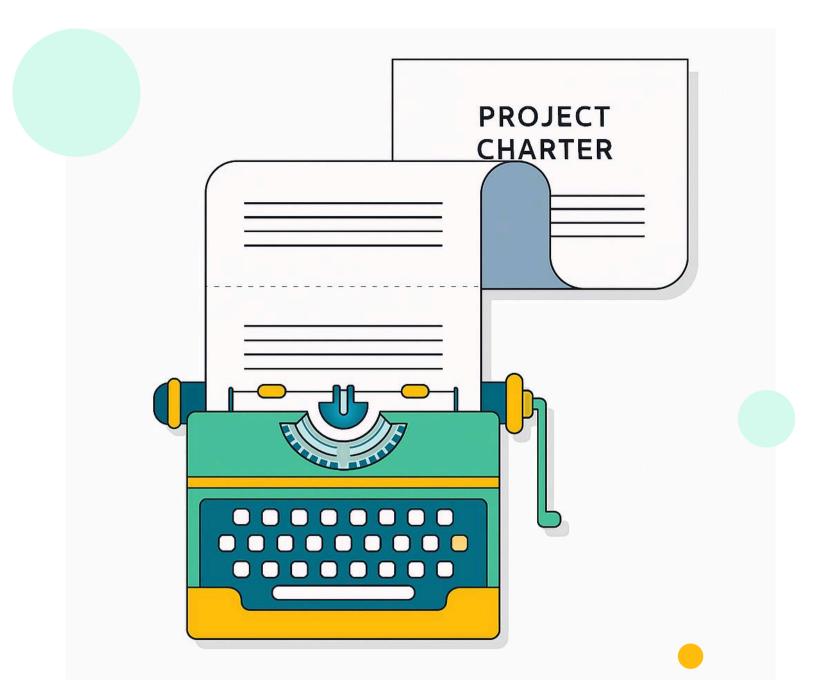
## How to Draft an Effective Project Charter



## 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.

Identify Project Risks

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

Specify Project Requirements

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

Outline the Project Timeline

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

\_\_\_ Allocate Project Resources

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

Draft and Approve the Charter

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

Present to Stakeholders

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

Customize for Project Needs

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