

Risk Assessment Project Charter

Telephone	Email Address
Project Name:	
Client:	
Resource:	

1. Project Definition

1.1. Summary

1.2. Purpose

1.3. Success Criteria

Project Scope – Responsibility Matrix

IN SCOPE	OUT OF SCOPE

1.4. Cost Sheet

TIME	DESCRIPTION	UNIT COST	SUBTOTAL

2. Project Parameters

2.1. Schedule

2.2. Known Constraints

Resources; Technical; Other

2.3. Assumptions

3. Change Control Process

4. Sign Off

