

# Project Charter

## About the Project Charter

The project charter is a combination game plan/play book designed to reflect a shared understanding among key stakeholders as to the project goals, objectives and approach. It serves as a point of reference throughout the development, completion and delivery of the project.

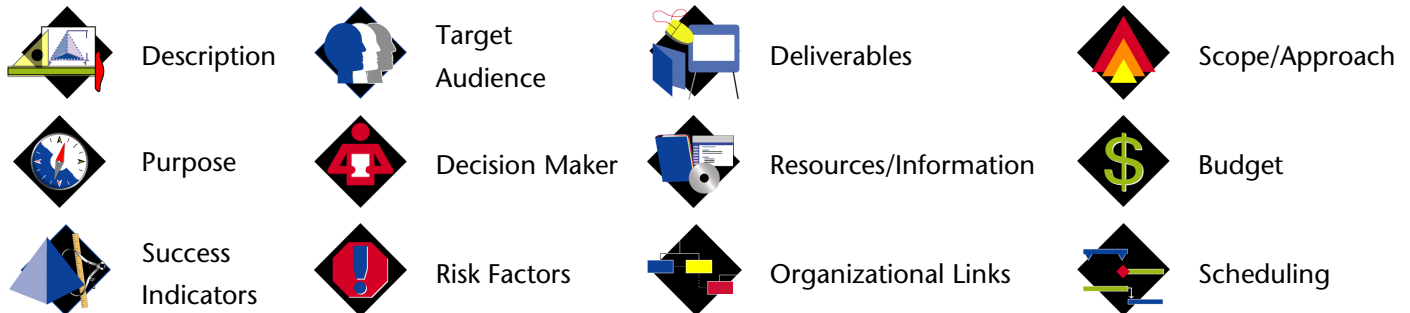
## Suggested Guidelines for Completing the Project Charter

**Why...** The charter template contains a series of thought-provoking questions designed to generate information that is vital to the efficient completion of a successful project. This form has been developed as a guideline based on Marathon's best practice project management methodology, MPMP. The aim here is to surface – from the outset – as many assumptions and potential issues as possible, to set clear expectations for the project outcome and to establish effective lines of communications between clients and the Houston Graphics team.

**Who...** Typically, both clients and team members will contribute information to the charter, with the option to complete it together as part of an initial planning session. There are no "right" or "wrong" answers to the questions posed in the charter, and some topics may not apply to a given project. Users are encouraged to adjust the level of detail according to the size/complexity/strategic importance of their projects.

**When/How...** Anticipate that completing the charter for an average, small project would be a one/two-hour commitment, with one person designated to capture/distill critical information into the project charter template. The initial draft is then cycled for review by the responsible team and may be revised to ensure that everyone involved is on the same page. The revised charter is submitted to the client decision maker and/or Houston Graphics supervisor for final approval prior to project execution.

Please review the thumbnail question for each of the charter/planning elements and enter your project information in the accompanying text field. For items not applicable, just enter "NA" or similar. Topics include:



*For questions, please contact:*

Larry Dick  
Supervisor, Houston Graphics  
email: [LGDick@marathonoil.com](mailto:LGDick@marathonoil.com)  
phone: 713-296-2919

**Project:**

**Client:**


**Organization:**

**Project Lead:**

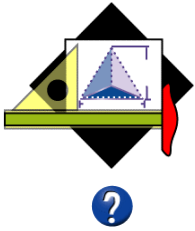
**Charter Date:**

**Target Due Date:**

## How To Use the Project Charter Template

Place your cursor over the question mark icons  to get help on how to fill out this form. Click in the form fields and type the information that is specific to your project. Be sure to print the form so you have a written record of your results. Unless you have the full version of Adobe Acrobat, you **must print this form** before closing it to retain your information. If you need more space than is provided, enter the information in the Notes/Comments section on the last page.

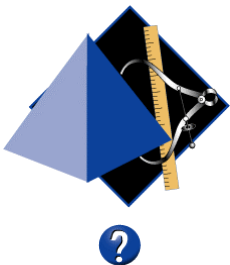
### Description



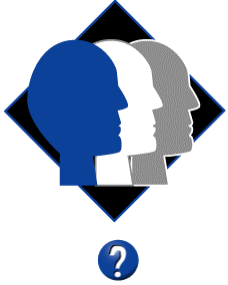
### Purpose



### Success Indicators



## Target Audience(s)



## Decision Maker(s)



## Risk Factors



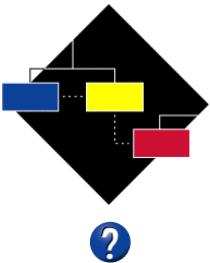
## Deliverables



## Resources and Information



## Organizational Links



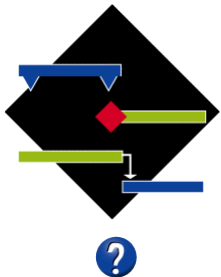
## Scope/Approach



## Budget



## Scheduling





## Core Project Team

Primary Role	Name	Contact Information
Project Manager		
Client/Sponsor		
QA/QC & Approved Copy		
Document Design		
Graphic Design		
Layout/Production		
Website User Interface Design		
Website Programming		

## Other Project Contributors

Primary Role	Name	Contact Information

# Project Charter

## Notes/Comments

## Charter Approved/Accepted

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Client

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Project Lead

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Date Signed

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Date Signed