Use this template as a way to create your project charter.

Reference: [ABL-Project Management 101: Creating the Project Charter](https://docs.google.com/a/hubspot.com/presentation/d/1Fc0oX1kfoBr0Fr533_eIvO5AawH7QMMS7SVswMYeTDQ/pub?start=false&loop=false&delayms=3000)

**Project Charter Template**

* **Project name:**
* **Establish key drivers/justification for this project:**
* **Identify the M-SPOT goal the project serves**
* **Establish measurable project Objectives & Key Results (OKRs)**

No more than 4 objectives with 4 or fewer key results per objective

* **Define project partners – collaborators and influencers**
* **High-level requirements**
* **High-level project description**
* **2-3 High-level risks + mitigation plan:**

Things to include: High level risks associates with this project and ways you plan to manage the risk.

Examples: Did someone leave the company or get sick? Did the project not accomplish it’ goal due to buy-in? Did construction begin outside an office in which we’ll recording? Did water get spilled on a laptop and fry it?

* **Summary timeline & milestone schedule**

Define the approximate project timeline and milestones.

* **Summary budget**
* **Commit + Assign resources**
* **Project approval requirements**

**Signed by project sponsor (Mark)**