**Assessment and Recovery Project Charter**

| Project Name | Project Reference Number | Prepared By (print) | Preparer’s Initials |
| --- | --- | --- | --- |
|  |  |  |  |
| Customer | Contact | Contact’s Phone # | Date Prepared |
|  |  |  |  |

**Project Information:**

| Date: | Requestor: |
| --- | --- |
| **Project Summary Details** | |
| Project Name: |  |
| Customer Name: |  |
| Customer Business: |  |
| Project Business Objectives: |  |
| Description of Project: |  |
| Project Deliverables: |  |
| Project Start Date: |  |
| Planned Project End Date: |  |
| Approved Budget: |  |
| Project Staffing Level (Total Person-Months): |  |
| Peak Project Staffing Level: |  |
| Project Schedule Variance (from Original Baseline): |  |
| Project Cost Variance (from Original Baseline): |  |
| **Customer Project Personnel** | |
| Project Sponsor(s): |  |
| Business Area Owner(s): |  |
| Project Manager: |  |
| Key Project Team Leads: |  |
| Other Key Personnel: |  |
| **Project Personnel** | |
| Project Manager: |  |
| Key Project Team Leads: |  |
| Other Key Personnel: |  |
| **Assessment Details** | |
| Trigger Events: |  |
| Reasons for Assessment: |  |
| Expectations: |  |
| Critical Sensitivities: |  |

| **Assessment Phase** |
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| Scope and Objectives of Assessment and Recovery Project: |
|  |
| Organizational Relationships (Roles and Responsibilities): |
|  |
| Assessment Project Manager’s Authority and Responsibility: |
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| Approach and Functions to be Performed During Assessment: |
|  |
| Key Dates or Milestones for Assessment: |
|  |
| Deliverables from Assessment: |
|  |
| Assessment Team Resource Needs: |
|  |
| Assessment Team Data Needs: |
|  |
| Signatures Required: |
|  |