**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** |
| --- |
| Scope and Objectives of Assessment and Recovery Project: |
|       |
| Organizational Relationships (Roles and Responsibilities): |
|       |
| Assessment Project Manager’s Authority and Responsibility: |
|       |
| 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: |
|       |