



CITY OF MADISON

Project Charter Template

October 2024

Project Name		
Charge / Purpose		
Goals / Outcomes		
Sponsor		
Project Lead		
Project Team Members & Known SMEs		
Roles & Responsibilities using RACI		
Scope		
Limits		
Timeline		Due Date
Initiation		
Planning		
Planning		
Planning		
Future Implementation		
Closure		
Celebrations		

Looking for More Tools & Resources Like This?

Check out Organizational Development's [Toolkit](#), [Online Learning Resources](#), and [Online Courses](#). Or, if you have a suggestion for a new resource, share it with us at OrganizationalDevelopment@cityofmadison.com.