Appendix G. Sample Implementation Project Charter

This form is designed to be completed at the outset of each plan implementation project by the project sponsor (such as the town manager) and the project manager (such as the planning director).

| Project Charter (insert name of project) | | | | |
| --- | --- | --- | --- | --- |
| Project purpose | | | | |
| Project sponsor | | Project manager | | |
| Project | | Funding source(s) | | |
| Start date | | Completion date | | |
| Scope | | | | |
| Key deliverables | 1. | | 4. | |
| 2. | | 5. | |
| 3. | | 6. | |
| Key milestones | 1. | | | Date |
| 2. | | | Date |
| 3. | | | Date |
| 4. | | | Date |
| Key assumptions | 1. | | 3. | |
| 2. | | 4. | |
| Key risks/issues | 1. | | 3. | |
| 2. | | 4. | |
| Team | 1. | | 4. | |
| 2. | | 5. | |
| 3. | | 6. | |
| Partners | 1. | | 3. | |
| 2. | | 4. | |
| Success Indicators | 1. | | 3. | |
| 2. | | 4. | |

NOTE: See Step 4 in *A Handbook for Historic Resilience Community Planning* for guidance on completing this worksheet.