

Description of the Project

[What does the project consist of? Who is it aimed at? What is the main objective of the project?]

Interest Goups

Stakeholders	Name and Surname
Clients	[name of the person or entity who will reap the benefits of the project]
Sponsor	[name of the person who authorizes the project and provides the necessary funds]

Team members	Function	Competences
[Name and surname]	Project Manager	[competences]
[Name and surname]	[function]	[competences]
[Name and surname]	[function]	[competences]
[Name and surname]	[function]	[competences]

Scope

[What will be the final result of the project? Clearly and precisely outline the target you want to reach. Describe which activities will be initiated and mention which activities will not be included in the project.]

Objectives

- [describe a specific, measurable, achievable, relevant and time-bound objective]
- [describe a specific, measurable, achievable, relevant and time-bound objective]
- [describe a specific, measurable, achievable, relevant and time-bound objective]

Timetable

[Identify deliverables and milestones. List the main activities needed to complete the project: project start date, project delivery date and customer invoicing date.]

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Project start						
Activity 1						
Sub Activity 1.1						
Sub Activity 1.2						
Activity 2						
Sub Activity 2.1						
Sub Activity 2.2						
Sub Activity 2.3						
Activity 3						
Sub Activity 3.1						
Sub Activity 3.2						
Project Closure						

Project Charter

Project starting Document
[Name of the Project]

Author
[Name of the Author]

Economic-Financial Prospect

Previsioni Economiche	Year 1	Year 2	Year 3
A1) Revenues from sales and services	0,00	0,00	0,00
A) TOTAL REVENUES	0,00	0,00	0,00
B1) Raw materials, consumables, etc.	0,00	0,00	0,00
B2) Utilities (energy, gas, water, telephone, etc.)	0,00	0,00	0,00
B3) Personal	0,00	0,00	0,00
B4) Services	0,00	0,00	0,00
B5) Depreciation	0,00	0,00	0,00
B6) Rental fees for properties	0,00	0,00	0,00
B7) Financial charges	0,00	0,00	0,00
B8) Other costs	0,00	0,00	0,00
B) TOTAL COSTS	0,00	0,00	0,00
CHARACTERISTIC MANAGEMENT RESULT (A-B)	0,00	0,00	0,00

Piano Financial Plan			
Needs	Euro	Source	Euro
Investment assets to be acquired	0,00	Own financial resources	0,00
VAT on investments	0,00	Public Contributions	0,00
Working capital (year of business start-up)	0,00	Financing from third parties (banks, private investors, etc.)	0,00
TOTAL NEEDS	0,00	TOTAL SOURCES OF COVERAGE	0,00

Constraints, Assumptions, Risks and Interdependencies

Constraints	
Assumptions	[Describe the conditions and situations you rely on to achieve the project objectives]
Risks	[What are the main risks? And which of these risks could jeopardize the completion of the project?]
Time limits	[Identify times and deadlines to be respected to carry out the project]
Cost limits	[Determine the budget for the project]
Priorities and Interdependencies	[Define the interdependent relationships between the various factors and establish priorities between them: is it more important to deliver on time or respect the budget?]

Signature for Approval

[Name and Surname]
Customer

[Name and Surname]
Sponsor

[Name and Surname]
Project Manager