Program Charter

Enhance Your Program Management with PMI Standard Templates

Welcome to the Program Management Templates designed according to **PMI's Standard for Program Management - Fifth Edition (2024)**. These templates are invaluable tools for professionals preparing for **PgMP Certification** on [**Knowledge Map**](https://knowledgemap.pm) (https://knowledgemap.pm). By completing these templates for your real programs, you seamlessly blend real-world experience with PMI program management concepts, ensuring a comprehensive understanding and practical application.

Explore the full range of templates to streamline your program management processes and elevate your expertise. Available Templates:

* Program Business Case
* Program Charter
* Program Management Plan
* Program Risk Register
* Program Benefits Register
* Benefits Management Plan
* Stakeholder Register
* Stakeholder Engagement Plan
* Program Governance Plan
* Program Change Request
* Resource Management Plan
* Risk Management Plan
* Schedule Management Plan
* Scope Management Plan
* Program Performance Report
* Change Log
* Change Management Plan
* Communications Management Plan
* Financial Management Plan
* Information Management Plan
* Lessons Learned Register
* Procurement Management Plan
* Quality Management Plan
* Final Program Report

To access and benefit from these templates, visit: [KnowledgeMap.pm/Certifications/PgMP](https://knowledgemap.pm/certifications/pgmp)

Utilize these structured, professional templates to ensure your program's success and to boost your readiness for PgMP certification.

Program Charter Template

The program steering committee or designated body authorizes the program management team by means of the **Program Charter**. The program charter is a document that assigns and authorizes a program manager and defines the scope and purpose of a proposed program presented to the governance authority to obtain approval, funding, and authorization.

Key elements of a **Program Charter** consist of the program scope, assumptions, constraints, high-level risks, high-level benefits and their realization, goals and objectives, success criteria, timing, key stakeholders, outcomes, resource allocation, and other provisions that tie the program to the business case, thereby enabling strategic alignment.

The **Program Charter** formally expresses the organization’s vision, mission, and benefits expected to be produced by the program; it also defines program-specific goals and objectives in alignment with the organization’s strategic plan in support of the business case.

The **Program Charter** provides the program manager with the authority for leading other subsidiary programs, projects, and related activities to be initiated, in addition to the framework by which these program components will be managed and monitored during the course of the program.

The program charter is one of the document deliverables that will be used to measure program success. It may also include the metrics for success, a method for measurement, and a clear definition of success.

# Justification

Why is the program important and what does it achieve?

# Vision

What is the end state and how will it benefit the organization?

# Strategic Alignment

What are the key strategic drivers and the program’s relationship to the organizational strategic objectives and any other ongoing strategic initiatives?

# Scope

What is included within the program and what is considered out of scope at a high level?

# Benefits

What are the key intended gains to be realized to achieve the program’s vision and benefits?

# Benefit Strategy

What is the approach to ensure the realization of the planned benefits?

# Assumptions and constraints

What are the assumptions, constraints, dependencies, and external factors, and how have they shaped or limited the program’s objectives?

# Components

How are the projects and other program components configured to deliver the program and the intended benefits?

# Risks and Issues

What are the initial risks, opportunities, and issues identified?

# Timeline

What is the total length of the program, including all key milestone dates?

# Resources Needed

What are the estimated program costs and resource needs, such as staff, training, travel, etc.?

# Stakeholder Considerations

Who are the key stakeholders and what are the initial strategies to engage them?

This information contributes to the development of the communications management plan.

# Governance Framework

What is the recommended governance structure to manage, control, and support the program?

What are the recommended governance structures to guide and oversee the program components, including reporting requirements?

What authorities does the program manager possess?

How is this information updated in the program governance plan?