

PMO CHARTER DOCUMENT TEMPLATE

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PROJECT MANAGEMENT OFFICE (PMO) CHARTER

DATE PREPARED

CONTACT

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1.0 CHARTER OVERVIEW

EXECUTIVE STAKEHOLDER	NAME	CONTACT INFORMATION

2.0 DESCRIPTION

2.1 Background

[Empty rectangular box for content under section 2.1 Background]

2.2 Statement of Purpose

[Empty rectangular box for content under section 2.2 Statement of Purpose]

2.3 Mission

2.4 Vision

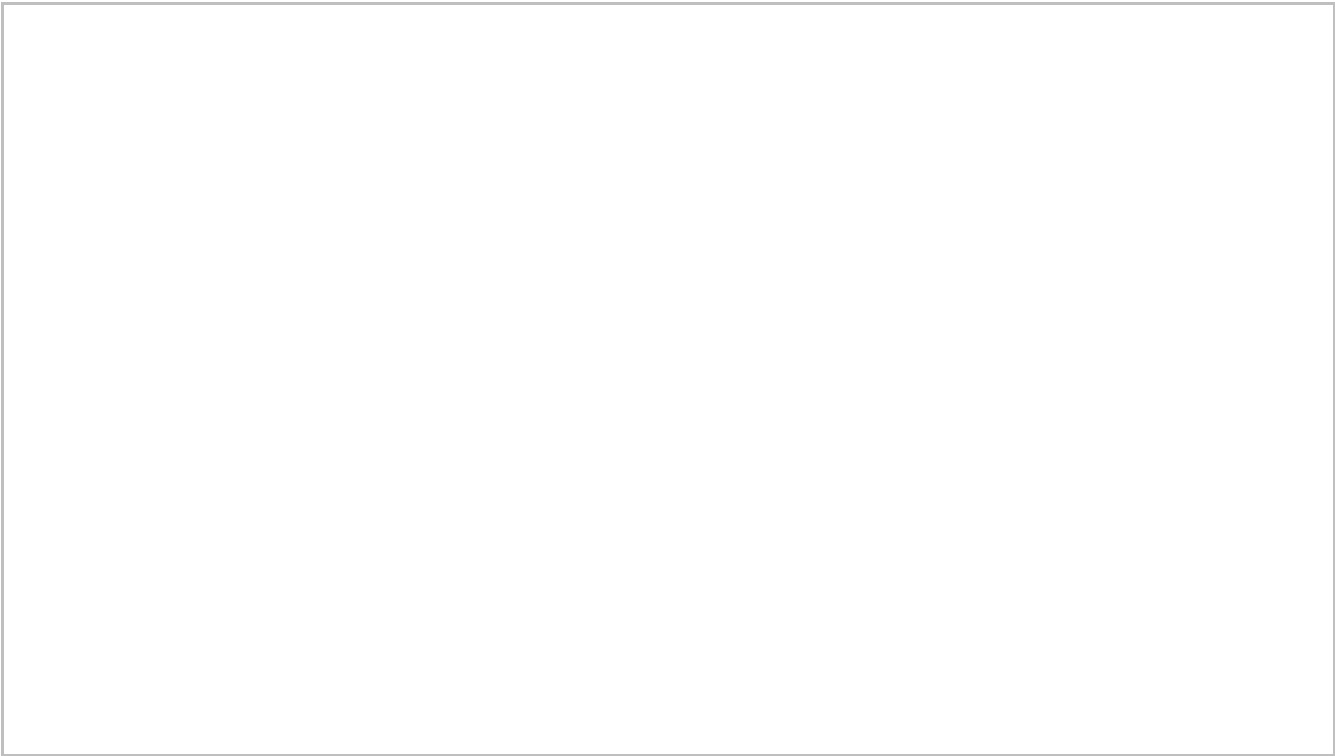
2.5 Guiding Principles

3.0 SCOPE

3.1 Within the PMO Scope



3.2 Outside of the PMO Scope



4.0 OBJECTIVES

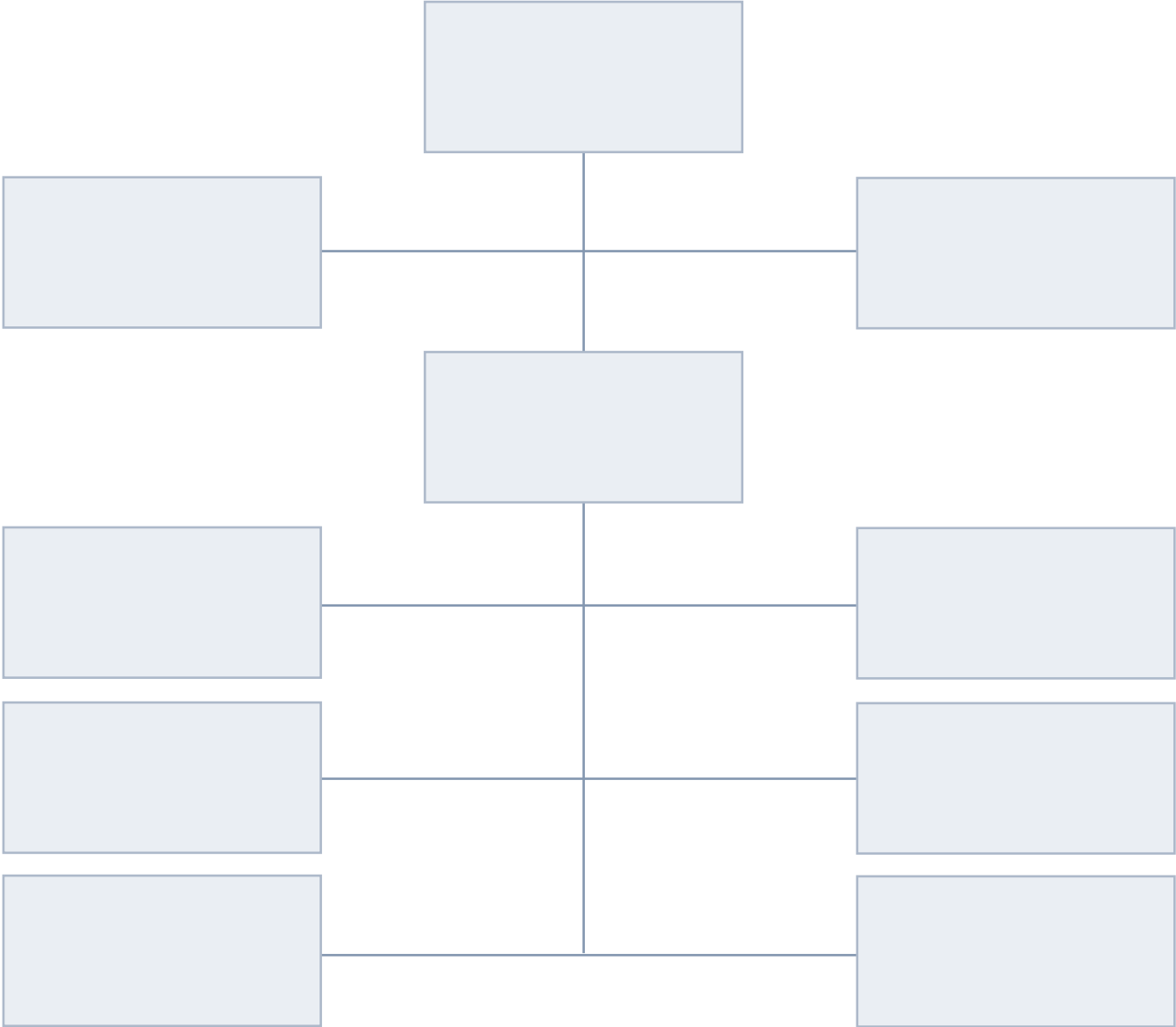
4.1 Main Objectives of the PMO

A large, empty rectangular box with a thin grey border, intended for the main objectives of the PMO.

4.2 Measurement of Success (KPIs)

A large, empty rectangular box with a thin grey border, intended for the measurement of success (KPIs).

5.2 PMO Governance Structure Diagram



7.0 PMO CUSTOMERS AND STAKEHOLDERS

7.1 Customers

CUSTOMER	EXPECTATIONS

7.2 Stakeholders

STAKEHOLDER	EXPECTATIONS

7.3 Customer and Stakeholder Communication Plan

CATEGORY	COMMUNICATION METHOD	FREQUENCY

8.0 IMPLEMENTATION PLAN TIMELINE

PHASE 1

ACTIVITY	DESCRIPTION	OUTCOMES

PHASE 2

ACTIVITY	DESCRIPTION	OUTCOMES

PHASE 3

ACTIVITY	DESCRIPTION	OUTCOMES

9.0 ASSESSMENTS AND REPORTING

9.1 Internal Assessments and Reviews

ASSESSMENT TYPE	DESCRIPTION	MEASUREMENT

9.2 Reporting

REPORT TYPE	RECIPIENT	FREQUENCY

10.0 APPROVALS

NAME	TITLE	DECISION	SIGNATURE	DATE

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