**PMO CHARTER
DOCUMENT
TEMPLATE**

PROJECT MANAGEMENT OFFICE (PMO) CHARTER

COMPANY NAME



DATE PREPARED

00/00/0000

CONTACT

Contact Name

Contact Email Address

Phone Number

Street Address

City, State and Zip

webaddress.com

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# 1.0 CHARTER OVERVIEW

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| EXECUTIVE STAKEHOLDER | NAME | CONTACT INFORMATION |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 2.0 DESCRIPTION

2.1 Background

|  |
| --- |
|  |

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

|  |
| --- |
|  |

## 4.2 Measurement of Success (KPIs)

|  |
| --- |
|  |

# 5.0 PMO STRUCTURE AND GOVERNANCE

## 5.1 Key Roles and Responsibilities

|  |  |
| --- | --- |
| TITLE | DESCRIPTION |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## 5.2 PMO Governance Structure Diagram

[Role]

[Name]

[Role]

[Name]

[Role]

[Name]

[Role]

[Name]

[Role]

[Name]

[Role]

[Name]

[Role]

[Name]

[Role]

[Name]

[Role]

[Name]

[Role]

[Name]

# 6.0 PMO SERVICE OFFERING

|  |  |  |  |
| --- | --- | --- | --- |
| SERVICE | DESCRIPTION | SERVICE USER(S) | DELIVERABLES |
| Service 1 |  |  | * Deliverable 1
* Deliverable 2
* Deliverable 3
 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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# 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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