

ERP System Implementation Project Charter

1. Project Overview

Project Name

Enter Project Name

Project Sponsor

Enter Sponsor Name

Project Manager

Enter Project Manager Name

Date

MM/DD/YYYY

2. Purpose and Justification

State the purpose and justification for this ERP implementation project.

3. Objectives

List the major objectives of the ERP project.

4. Scope

In Scope

Describe what is included in the project scope.

Out of Scope

Describe what is excluded from the project scope.

5. Key Stakeholders

Name	Role	Contact

6. Deliverables

- ERP Software Implementation
- User Training Materials
- Data Migration Plan
- System Documentation
- Go-Live Support

7. Milestones

Milestone	Target Date
Project Kickoff	
Requirements Gathering	
ERP System Configuration	
Testing	
User Training	
Go-Live	

8. Budget Summary

Provide an overview or total budget for the project.

9. Risks and Assumptions

List key risks and assumptions for the project.

10. Approval

Name	Role	Signature	Date
	Project Sponsor		
	Project Manager		