Ashford Business Services Ltd

Project Charter

The formal authorisation for a project: what it must achieve, what it covers, who runs it, and the authority, budget and dates the sponsor approves.

Item	Detail
Project	Sarah Mitchell
Document	Project Charter
Prepared by	Sarah Mitchell
Project manager	James Patel
Sponsor	Sarah Mitchell
Date of this document	9 November 2026
Version	1.0
Charter reference	JOB-1042

1. Purpose and background

Background. 14 Oakfield Road, Birmingham B17 9JH

Purpose. Statement of the purpose of this project in one or two sentences as agreed at the meeting.

Business benefit. Benefit the organisation expects from this project and how that benefit will be recognised

2. Objectives and success criteria

Each objective states what will be achieved, how it will be measured, the target to be reached, and the date by which it will be reached. A project is judged a success against these criteria, not against activity completed.

Objective	Measure	Target	Date to be reached
Objective	How achievement will be measured	Target to be reached	9 November 2026
Objective	How achievement will be measured	Target to be reached	9 November 2026
Objective	How achievement will be measured	Target to be reached	9 November 2026

3. Scope

3.1 In scope

- Area of work included in this project
- Area of work included in this project
- Area of work included in this project

3.2 Out of scope

- Area of work explicitly excluded from this project

- Area of work explicitly excluded from this project

Work outside the scope above is not part of this project. It is added only through the change control process agreed in section 8.

4. Deliverables and acceptance

Deliverable	Description	Acceptance criteria	Accepted by
Deliverable	Description of the deliverable	Criteria that must be met for acceptance	Sarah Mitchell
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5. Milestones and dates

Milestone	Planned date	What completion means
Project kick-off	9 November 2026	Evidence that this milestone is complete
Requirements signed off	9 November 2026	Evidence that this milestone is complete
First draft delivered	9 November 2026	Evidence that this milestone is complete

Planned start date: 9 November 2026

Planned completion date: 9 November 2026

6. Budget summary

Cost category	Approved amount	Notes
£45.00	£45.00	£45.00
£120.00	£120.00	£120.00
£850.00	£850.00	£850.00

Total approved budget: £45.00

Contingency held within the total: £45.00

How funds are released: How project funds are released, and any approval needed before each release

7. Stakeholders and organisation

Stakeholder or role	Interest in the project	Responsibility
Sarah Mitchell	Interest of this stakeholder in the project	Responsibility of this stakeholder
Sarah Mitchell	Interest of this stakeholder in the project	Responsibility of this stakeholder

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8. Authority and governance

Project manager authority. Decisions the project manager may take without further approval as agreed at the meeting.

Tolerances. 10:30 am

Escalation route. 10:30 am

Governance meetings and reports. Meetings and reports that keep this project under control, and how often each takes place

Change control. 9 November 2026

9. Risks, assumptions and constraints

9.1 High-level risks

Risk	Effect if it occurs	Initial response
Description of the risk	Effect on the project if this risk occurs	Initial response to this risk
Description of the risk	Effect on the project if this risk occurs	Initial response to this risk

9.2 Assumptions

- Assumption this project relies on
- Assumption this project relies on

9.3 Constraints

- Constraint limiting this project
- Constraint limiting this project

10. Approval and authorisation

By signing, the sponsor approves this charter, appoints the project manager named in the document control table, and authorises the project to proceed within the budget, dates and tolerances stated above.

Sign-off	Name	Role	Date
Sponsor	Sarah Mitchell	Role of the signatory	9 November 2026
Project manager	Sarah Mitchell	Role of the signatory	9 November 2026