

MINI PROJECT CHARTER

CLARITY ON DECISIONS. CONFIDENCE IN ACTION.



PURPOSE

Define the key decisions and milestones within this project and clarify who has the authority to decide, who provides input, and when to escalate.



PROJECT _____



DESIRED OUTCOME _____



TIMEFRAME _____

 DECISION / MILESTONE What decision needs to be made or milestone achieved?	 DECISION OWNER Who has the authority to make this decision?	 WHO PROVIDES INPUT? Who should be consulted or provide input before the decision?	 WHEN TO ESCALATE? Under what circumstances does this need to be escalated?
1			
2			
3			
4			
5			



GUIDING PRINCIPLES

- Decisions are made at the lowest appropriate level.
- We provide the right information, resources, and boundaries.
- We trust each other to make good decisions.
- Escalate early when parameters change or risks increase.

NOTES / ADDITIONAL CONSIDERATIONS



CLEAR DECISIONS. EMPOWERED PEOPLE. BETTER RESULTS.