Project Charter Development Training Course

Professional Development Training Course Outline

Category	Project Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Project Charter Development is a critical foundation for successful project delivery, governance, and stakeholder alignment. A well-developed project charter formally authorizes a project, defines objectives, scope, success criteria, roles, authority levels, and links strategic intent to execution. Project Charter Development Training Course equips participants with structured methodologies, practical tools, and best practices to develop clear, complete, and governance-aligned project charters that reduce ambiguity, prevent scope creep, and strengthen executive sponsorship. The course emphasizes strategic alignment, business case clarity, risk awareness, and stakeholder engagement to ensure projects are launched with strong organizational commitment and measurable value.

In today’s complex and fast-changing environments, organizations require consistent and standardized approaches to initiating projects across portfolios and programs. This course provides hands-on guidance for translating business needs into actionable project charters using globally recognized frameworks such as PMBOK and PRINCE2 principles. Participants will learn how to tailor charters for different project types, integrate compliance and governance requirements, and communicate effectively with sponsors and stakeholders. The course combines practical exercises, real-world case studies, and templates that enable participants to confidently develop, review, and approve project charters that support successful execution and delivery.

Programme Curriculum

Project Charter Development Training Course

Introduction

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Course Objectives

1. Understand the purpose and strategic value of a project charter in project governance.
2. Apply best-practice frameworks for structured project initiation.
3. Translate business needs into clear project objectives and success criteria.
4. Define project scope, boundaries, and high-level deliverables effectively.
5. Identify key stakeholders and define roles, responsibilities, and authority levels.
6. Develop high-level schedules, milestones, and budget estimates.
7. Identify initial risks, assumptions, and constraints impacting project success.
8. Align project charters with organizational strategy and portfolio priorities.
9. Apply governance, compliance, and approval requirements in charter development.
10. Use standardized templates and tools for consistent charter documentation.
11. Communicate project intent clearly to sponsors and stakeholders.
12. Review and validate project charters for completeness and clarity.
13. Develop practical skills to approve, baseline, and formally authorize projects.

Organizational Benefits

- Improved project alignment with organizational strategy
- Reduced project failure due to unclear objectives and scope
- Stronger executive sponsorship and accountability
- Enhanced governance and decision-making at project initiation
- Reduced scope creep and initiation-stage risks
- Improved consistency across project portfolios
- Faster project approval and authorization processes
- Clear communication of expectations to stakeholders
- Improved project success rates and delivery outcomes
- Stronger foundation for monitoring, control, and reporting

Target Audiences

- Project managers and project coordinators
- Program and portfolio managers
- Project sponsors and senior executives
- PMO staff and governance officers
- Business analysts and strategy teams
- Risk and compliance professionals
- Consultants involved in project initiation
- Team leaders transitioning into project roles

Course Duration: 10 days

Course Modules

Module 1: Fundamentals of Project Initiation

- Definition and purpose of project initiation
- Relationship between strategy, business case, and charter
- Role of the project charter in the project lifecycle
- Key components of an effective project charter
- Common initiation failures and lessons learned
- Case Study: Project failure due to weak initiation documentation

Module 2: Strategic Alignment and Business Justification

- Linking projects to organizational strategy
- Defining business needs and problem statements
- Identifying measurable business benefits
- Differentiating projects, programs, and operations
- Validating project alignment with portfolio priorities
- Case Study: Charter alignment review for a strategic initiative

Module 3: Defining Project Objectives and Success Criteria

- Writing SMART project objectives
- Differentiating outputs, outcomes, and benefits
- Establishing measurable success indicators
- Aligning objectives with stakeholder expectations
- Avoiding vague and conflicting objectives
- Case Study: Rewriting weak project objectives

Module 4: High-Level Scope Definition

- Defining project scope boundaries

- Identifying in-scope and out-of-scope elements
- Documenting key deliverables and exclusions
- Managing scope assumptions at initiation
- Preventing scope creep from project start
- Case Study: Scope ambiguity in an infrastructure project

Module 5: Stakeholder Identification and Analysis

- Identifying internal and external stakeholders
- Mapping stakeholder interests and influence
- Defining sponsor roles and authority levels
- Assigning responsibilities using RACI principles
- Documenting stakeholder expectations in the charter
- Case Study: Stakeholder conflict during project authorization

Module 6: Governance and Decision-Making Structures

- Defining governance frameworks for projects
- Establishing escalation and approval paths
- Clarifying decision-making authority
- Integrating PMO and steering committee roles
- Documenting governance structures in the charter
- Case Study: Governance gaps affecting project approvals

Module 7: High-Level Schedule and Milestones

- Developing milestone-based schedules
- Identifying key phases and dependencies
- Estimating timelines at initiation stage
- Documenting schedule assumptions and constraints
- Aligning milestones with reporting requirements
- Case Study: Unrealistic timelines in a project charter

Module 8: Budget and Resource Overview

- Estimating high-level project costs
- Identifying funding sources and constraints
- Defining resource requirements and responsibilities
- Linking budget estimates to scope and milestones
- Documenting financial approvals and limits
- Case Study: Budget overruns due to poor charter estimates

Module 9: Risk Identification and Assumptions

- Identifying high-level project risks early
- Documenting assumptions and constraints
- Differentiating risks from issues
- Assigning ownership for major risks
- Linking risk awareness to decision-making
- Case Study: Unmanaged assumptions causing project delays

Module 10: Compliance and Regulatory Considerations

- Identifying regulatory and compliance requirements
- Integrating legal and policy constraints
- Addressing data, safety, and ethical considerations
- Aligning charter content with compliance standards
- Documenting approval and audit requirements
- Case Study: Compliance gaps identified post-approval

Module 11: Communication and Stakeholder Engagement

- Defining high-level communication objectives
- Identifying key communication channels
- Managing expectations during initiation
- Aligning communication with governance needs
- Documenting communication principles in the charter
- Case Study: Stakeholder misalignment due to poor communication

Module 12: Charter Documentation Standards

- Structuring charter documents clearly
- Using standardized templates and formats
- Ensuring clarity, conciseness, and completeness
- Reviewing charters for quality and consistency
- Managing version control and approvals
- Case Study: Charter revisions after quality review

Module 13: Approval and Authorization Process

- Defining formal approval requirements
- Preparing charters for executive review
- Managing feedback and revisions

- Securing sponsor sign-off and authorization
- Baselining the approved charter
- Case Study: Delayed authorization due to unclear approvals

Module 14: Tailoring Charters for Different Project Types

- Adapting charters for IT, construction, and change projects
- Scaling charters for small and large initiatives
- Aligning agile and hybrid projects with charter needs
- Addressing innovation and transformation projects
- Maintaining governance while allowing flexibility
- Case Study: Tailored charter for an agile transformation project

Module 15: Transition from Charter to Project Planning

- Using the charter as a planning foundation
- Aligning charter elements with project plans
- Communicating charter commitments to teams
- Managing changes after charter approval
- Lessons learned from project initiation
- Case Study: Smooth transition from charter to execution

Training Methodology

- Instructor-led presentations and guided discussions
- Practical workshops using real project charter templates
- Group exercises and peer review sessions
- Case study analysis and facilitated discussions
- Role-playing sponsor and approval scenarios
- Action planning for workplace application

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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