

How to submit a Project Charter

You must be a TM Forum Project Lead to create a Project Charter.

- Go to the [Project Charter Submission page](#)
- In the Create a Project Charter section one of the following:
 - If you want to create a new Project Charter for a Collaboration Project click the Create Project Charter button
 - If you are creating a new project charter for a Catalyst Project click the Create Catalyst Project Charter button
- Follow the on screen template and submission guidelines
- Your new Charter will be created with a status of "Draft" and can be submitted for approval when completed

The screenshot shows the 'TM Forum Project Charters' interface. The main heading is 'Example Project Charter in Draft Status'. Below this, a table lists project details: Project Name (Example Project Charter), IPR Mode (RF RAND), Project Start Date (November 2014), Project End Date (March 2015), and Type of Project (Development Project). A modal window is open, showing the current status 'Draft' and a transition menu with options: 'Submitted for Approval' (highlighted with a red box) and 'Closed Rejected'.

- The Draft charter is reviewed by the Collaboration Committee and you may be asked for additional information
- Once approved a project charter will change to "Project in Progress". You will be informed when a Charter is approved

The screenshot shows the 'TM Forum Project Charters' interface. The main heading is 'Nov 28 Test'. Below this, a table lists project details: Project Name (Nov 28 Test), IPR Mode (RF RAND), Project Start Date (November 2014), Project End Date (March 2015), and Type of Project (Development Project). A modal window is open, showing the current status 'Project In Progress' (highlighted with a red box) and a transition menu with options: 'Project Closed' and 'Closed Rejected'.