

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 'Example Project Charter in Draft Status' page. The top navigation bar includes 'tmforum', 'Spaces', 'Forums', 'People', 'Calendars', and a 'Create' button. The left sidebar shows the 'TM Forum Project Charters Space' with a 'Pages' section containing 'Calendars', 'Workflow', 'SPACE SHORTCUTS', and 'Confluence'. The main content area displays the 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 transition menu is open, showing 'Draft' as the current state and 'Submitted for Approval' as the next state. The menu also includes 'Add comment' and 'View workflow' options.

- 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 'Nov 28 Test' page. The top navigation bar is the same as the previous screenshot. The left sidebar shows a list of project charters. The main content area displays the project details: 'Project Name*' (Nov 28 Test), 'IPR Mode*', 'Project Start Date*', 'Project End Date*', and 'Type of Project*'. A transition menu is open, showing 'Project In Progress' as the current state and 'Project Closed' and 'Closed Rejected' as the next states. The menu also includes 'Add comment' and 'View workflow' options.