PROJECT CHARTER

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| --- | --- | --- | --- | --- |
| **Project Title:** |  | | | |
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| **Project Sponsor:** | |  | **Date Prepared:** |  |
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| **Project Manager:** | |  | **Project Customer:** |  |
| **Project Purpose or Justification:** | | | | |
|  | | | | |
| **Project Description:** | | | | |
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| **High-Level Requirements:** | | | | |
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| **High-Level Risks:** | | | | | |
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PROJECT CHARTER

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| **Project Objectives** | **Success Criteria** | **Person Approving** |

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| **Scope:** |  |  |
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| **Time:** |  |  |
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| **Cost:** |  |  |
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| **Other:** |  |  |
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| **Summary Milestones** | **Due Date** |
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PROJECT CHARTER

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| **Estimated Budget:** |
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| **Stakeholder(s)** | **Role** |
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| **Project Manager Authority Level** | | |

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| **Staffing Decisions:** |
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| **Budget Management and Variance:** |
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PROJECT CHARTER

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| **Technical Decisions:** |
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| **Conflict Resolution:** |
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**Approvals:**

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|  |  |  |
| Project Manager Signature |  | Sponsor or Originator Signature |
|  |  |  |
| Project Manager Name |  | Sponsor or Originator Name |
|  |  |  |

Date Date