
Project Charter

Template for Project Charter

Prepared by : YOUR NAME HERE
YOUR EMAIL HERE

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Project Description

Project Objectives and Success Criteria

Assumptions

Scope

Deliverables

Budget and Cost

Project Roles

Name	Role
YOUR NAME HERE	Project Manager
	Sponsor
	Customer / User Contact
	Team Members
	Stakeholders

Summary Milestone Schedule

Requirements & Constraints

Requirements

Constraints

Risks

Authorization

Approved By

Project Sponsor's Name

Project Sponsor's Title

Date:_____