Project Charter

**Project Title**:

**Project Start Date:** **Projected Finish Date:**

**Budget Information:**

**Project Manager:** Name, phone, e-mail

**Project Objectives:**

**Main Project Success Criteria:**

**Approach:**

**Roles and Responsibilities**

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| --- | --- | --- | --- |
| **Role** | **Name** | **Organization/**  **Position** | **Contact Information** |
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**Sign-off:** (Signatures of all above stakeholders. Can sign by their names in table above.)

**Comments:** (Handwritten or typed comments from above stakeholders, if applicable)