Project Charter

Date

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| **Project Title**: | | | |
| **Project Start Date: Projected Finish Date:** | | | |
| **Budget Information:** | | | |
| **Project Manager:** Name, phone, e-mail | | | |
| **Project Objectives:** | | | |
| **Approach:** | | | |
| **Roles and Responsibilities** | | | |
| ***Name*** | ***Role*** | ***Position*** | ***Contact Information*** |
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| **Comments:** (Handwritten or typed comments from above stakeholders, if applicable) | | | |