Project charter (from Chapter 3):

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| Project Charter   |  | | --- | | I. General Information |   Project name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sponsor name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  |  | | --- | --- | --- | --- | | II. Project Overview | *Describe the product or service of the project, the reason the project was undertaken, and the purpose of the project.* | | | |  |  | | | | III. Project Objectives | *Describe the overall objectives of the project and what factors will determine the success of the project.* | | | |  |  | | | | IV. Requirements | *Describe the expectations and requirements of the customer, sponsor, and stakeholders.* | | | |  |  | | | | V. Business Justification | | *State the reason this project is needed and what problem or issue the project will resolve. Describe the impacts to the organization if the project is not approved.* | | |  | |  | | | VI. Resource Costs and Estimates | *Provide cost estimates if known, including monies already expended such as a feasibility study or consulting time.* | | | |  |  | | | | VII. Roles and Responsibilities | | | *List the stakeholders and their responsibilities.* | |  | | |  | | VIII. Signatures | *Include signature lines for the project sponsor, project manager, key stakeholders, customers, and vendors.* | | | |  |  | | | | IX. Attachments | *List the attachments to the charter here.* | | | |  |  | | | |