**PROJECT CHARTER**

Project Title: Click here to enter text.

|  |  |
| --- | --- |
| Project Sponsor: Click here to enter text. | Date Prepared: Click here to enter a date. |
| Project Manager: Click here to enter text. | Project Customer: Click here to enter text. |
| Project Purpose: |  |

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| Click here to enter text. |

High-Level Project Description:

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| Click here to enter text. |

Project Boundaries:

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| Click here to enter text. |

Key Deliverables:

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| Click here to enter text. |

High-Level Requirements:

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| Click here to enter text. |

Overall Project Risk

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| Click here to enter text. |

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| Summary Milestones | Success Criteria |

Scope:

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| Click here to enter text. | Click here to enter text. |

Time:

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| Click here to enter text. | Click here to enter text. |

Cost:

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| Click here to enter text. | Click here to enter text. |

Other:

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| Click here to enter text. | Click here to enter text. |

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| Project Objectives | Due Date |
| Click here to enter text. | Click here to enter a date. |
| Click here to enter text. | Click here to enter a date. |
| Click here to enter text. | Click here to enter a date. |
| Click here to enter text. | Click here to enter a date. |
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| Click here to enter text. | Click here to enter a date. |
| Click here to enter text. | Click here to enter a date. |

Preapproved Financial Resources:

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| Click here to enter text. |

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| Stakeholder(s) | Role |
| Click here to enter text. | Click here to enter text. |
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Project Exit Criteria:

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| Click here to enter text. |

Project Manager Authority Level:

Staffing Decisions:

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| Click here to enter text. |

Budget Management and Variance:

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| Click here to enter text. |

Technical Decisions:

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| Click here to enter text. |

Conflict Resolution:

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| Click here to enter text. |

Sponsor Authority:

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| Click here to enter text. |

Approvals:

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| Click here to enter text. |  | Click here to enter text. |

Project Manager Signature       Sponsor or Originator Signature

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| --- | --- | --- |
| Click here to enter text. |  | Click here to enter text. |

Project Manager Name       Sponsor or Originator Name

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| Click here to enter text. |  | Click here to enter text. |

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| Date Click here to enter a date. |  | Date Click here to enter a date. |