# **Establish the Charter Activity: Project Charter**

Practice filling out a project charter.

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| **Project Charter** | | | | |
| **Authors:** | **Project:** | | | **Date:** |
| **Problem/Opportunity Statement:** | | | | |
| **Objectives and Deliverables:** | | | | |
| **Project Scope/Budget/Risk:** | | | | |
| **Project Team:** | | | | |
| **Project Sponsor** | |  | | **Other Stakeholders:** |
| **Project Champion** | |  | |
| **Project Manager/Main Contact** | |  | |
| **Objective** | | **Target Due Date** | **Date Completed** | **Notes:** |
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