

Project Charter: [Title]

DATE: [XX/XX/XX]

| **Project Summary** |
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| **Project Goals** |
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| **Deliverables** |
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| **Scope and Exclusion** |
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| **In-Scope:**  **Out-of-Scope:** |

| **Benefits & Costs** |
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| **Benefits:**  **Costs:** |

| **Appendix:** |
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