Project Charter

1. **Project Name**

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1. **Authorities**
   1. **Initiating Authority**

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* 1. **Project Manager**

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1. **Business Need the Project Addresses**

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1. **Project Description**
   1. **Product/Service Characteristics**

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* 1. **Project Relationship to Business Need**

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1. **Constraints**

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1. **Assumptions**

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1. **Approval**

*Original, signed charter is filed with project records <Today’s Date>*

Name, printed Date Signed